



Learning Academy Directory 2017/18

Foreward

The Learning Academy exists to build the capacity of the workforce across ONS. In order to meet the demands placed on all of us it is our goal to provide the learning and development that delivers transformation and improves skills and capability.

One of the ways that we will do this is to design, commission, deliver and evaluate learning interventions that truly reflect what we need and to be the best that we can be. We recognise that developing managers and leaders to lead a transforming organisation demonstrates our commitment to providing a clear vision and purpose for our people. We also recognise that supporting our professional workforce and our career pathways creates a much more flexible workforce, underpinned by a wide range of essential learning that makes ONS a vital and modern public sector employer.

The programmes that are contained within the first Learning Academy Directory have been developed and commissioned with a wide range of partners, both within ONS and with other public sector bodies. They represent the culmination of planning and creative collaboration with the needs of the workforce in mind.

I hope that the Learning Academy Directory will encourage you to take advantage of participating in the wide range of learning on offer, helping you to achieve your personal excellence.

Neil Wooding

Director Business Services and Development

Introduction

The Learning Academy is celebrating its first anniversary in Spring 2017, and to mark this achievement we are publishing the very first edition of our Learning Academy Directory. Here you will find the comprehensive range of learning and development activities that we currently have planned to run between April 2017 and March 2018.

As you browse through the directory you will find a whole range of activities and events aimed at developing your skills, knowledge and career. We have used straight forward categories to help you find what you are looking for. Throughout 2017 we will be launching new initiatives to meet the needs of both ONS and the broader GSS workforce, so if you can't see what you need there's a chance that we will be rolling out new events throughout the year.

As just one part of our new approach we are introducing a management pathway aimed at developing our managers. Throughout 2017 certain courses will be assigned points to help you build up to a total that demonstrates your growing capability.

In some instances, the Learning Academy may not always be able to provide a specific learning event that you or your team need. We have the expertise to help you to plan and run such events and we will work on building these relationships throughout the year.

Please take your time to get to know the Learning Academy Directory and we look forward to welcoming you on your learning journey.

Paul Littler

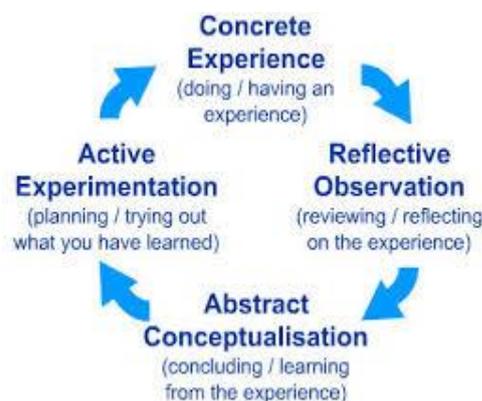
Head of Learning and Development

How to use your directory

Whatever you are expecting from learning, it's worth taking some time to consider the what, why and how of your own development.

- What are you looking to gain from learning? Is it because you need to improve your skills to become more effective at work or to enhance your career options for the future (perhaps both)?
- Why is a 'course' the best way to gain the learning you need in order to develop? Are there other ways that you could improve your knowledge and capability, perhaps with a coach or mentor, or through reading, observing other people's successful practice or participating in projects?
- How do you learn best? Are classrooms the right learning environment for you or do you prefer more activity based development?

A simple way of thinking about learning is to apply Kolb's learning theory which sets out four distinct styles or preferences which are based on a four stage learning cycle. Kolb's model is a nice and simple description of how we as learners choose to gain knowledge and experience, but also explains how the cycle of learning is relevant to us all.



If you think about how you approach work or projects which step of the cycle do you prefer to start with? How we do things also shows how we learn. If you can use your natural style you are likely to learn more quickly and much more easily as different learning and development interventions suit us more than others. Honey and Mumford propose four styles of learning and various online tools will help you to identify your style. Don't forget that applying all four learning styles makes you a more rounded learner.

Looking through this directory you will see the range of Learning Academy opportunities listed under headings to help you find the right activity for your choice of development. We hope that you will be able to find the right blend of learning to educate, challenge and support you.

In the contents section that follows, you will see that we have used colour to categorise the range of learning on offer. Using the contents you will be able to find:

- Work place essentials to get you on board with ONS culture and practices
- Leadership and talent to build your capability and stretch yourself
- Management development offering a three tier pathway for aspiring, new and experienced managers
- Analytical offers career specific growth and learning across ONS and GSS
- RAS learning

In addition to the Learning Academy programmes we also offer design support to help teams and services to create bespoke learning and development to meet their specific needs. Please contact us at Learning.Academy@ons.gov.uk.

Learning Academy Directory: **Work Place Essentials**

| | |
|---|----|
| Category: Commercial | 11 |
| Life of a Purchase Order (PO)..... | 11 |
| Becoming more commercially savvy..... | 12 |
| Category: Digital and Technology | 13 |
| Let's Do Digital - 10 GDS Design Principles..... | 13 |
| Digital by Default – The Service Standard Explained..... | 14 |
| Agile in a Nutshell..... | 15 |
| Let's Do Digital – The Good, the Bad and the Digitally Ugly..... | 16 |
| Digital by Default..... | 17 |
| Digital Skills – Listening to users..... | 18 |
| Digital Skills – Starting with user needs..... | 19 |
| Digital Skills – Transforming services with Agile..... | 20 |
| Digital Skills – Using social media in public services..... | 21 |
| Helping customers in the digital world – 'Digital by Default'..... | 22 |
| Helping customers in the digital world – Managing digital services..... | 23 |
| Helping customers in the digital world – Delivering a digital strategy..... | 24 |
| SharePoint Show and Tell..... | 25 |
| Digital Awareness Week..... | 26 |
| Learning Academy Goes Digital..... | 27 |
| Yammer – Embracing organisational social media..... | 28 |
| Category: Equality and Inclusion | 29 |
| Achieving Success programme..... | 29 |
| International Women's Day..... | 31 |
| An Introduction to Gender Identity..... | 32 |
| A Brief History of LGBT Rights..... | 33 |
| Multiple Identity Sessions..... | 34 |
| Bisexuality Awareness..... | 35 |
| Asexuality Awareness..... | 36 |
| Coming Out Activity..... | 37 |
| Intersex Awareness..... | 38 |
| LGBT Equality – Working Together..... | 39 |
| Category: Health and Wellbeing | 40 |
| Get Strong Confident Posture..... | 40 |
| Postural and Spinal Assessments..... | 41 |
| The Secret of Healthy Weight loss..... | 42 |
| Strengthen your Core and Floor..... | 43 |
| Smoking Cessation Programme..... | 44 |
| Circuit Training..... | 45 |
| Mindfulness..... | 46 |
| Personal Resilience..... | 48 |

| | |
|--|-----------|
| Assertiveness | 49 |
| Coping with stress and pressure | 50 |
| Relaxation – some practical techniques | 51 |
| Stretch & Chill | 52 |
| The Benefits of Exercise | 53 |
| Category: Project Delivery | 54 |
| Introduction to Project Delivery | 54 |
| How Projects Run | 55 |
| Getting it right: scope and change | 56 |
| Identifying customer and stakeholder requirements | 57 |
| Project planning | 58 |
| Managing risk, issues and dependencies | 59 |
| Understanding and using business cases | 60 |
| Outcomes and benefits | 61 |
| APM Project Fundamentals Qualification (PFQ) | 62 |
| Category: Project Delivery for the Profession | 63 |
| PRINCE2 Foundation | 63 |
| PRINCE2 Agile Practitioner | 64 |
| Managing Successful Programmes (MSP) Qualification (Foundation & Practitioner) | 65 |
| P3O (Portfolio, Programme and Project Offices) Certification | 67 |
| Category: Induction | 68 |
| Corporate Induction | 68 |
| Corporate Induction for Contractors, Agency staff and Contingency workers | 69 |
| Category: Mandatory learning | 70 |
| Responsible for information | 70 |
| Unconscious bias | 71 |
| Health and safety awareness for all staff | 72 |
| Health and safety awareness for managers | 73 |
| Equality and Diversity essentials | 74 |
| Basic Fire Awareness | 75 |
| Performance management | 76 |
| Category: Career Development | 77 |
| Career conversations | 77 |
| CV Writing | 78 |
| Interview Techniques | 79 |
| Pre-retirement | 80 |
| Category: Health and Safety | 81 |
| Smart DSE training | 81 |
| First Aid qualification | 82 |
| First Aid re-qualification | 83 |
| Evac+ chair training | 84 |
| Fire warden training | 85 |

Learning Academy Directory: Talent and Leadership

| | |
|--|----|
| Category: Leadership Development | 86 |
| G7 & G6 Leadership Development Programme 2016/17 - Leading Successful Change | 86 |
| Academi Wales: Wales Public Service Summer School..... | 87 |
| Academi Wales: Wales Public Service Winter School..... | 88 |
| Category: Talent Development | 89 |
| High Potential Programme | 89 |
| Civil Service High Potential Stream: High Potential Development Scheme | 90 |
| Civil Service High Potential Stream: Senior Leaders Scheme..... | 91 |
| Civil Service High Potential Stream: Future Leaders Scheme..... | 92 |

Learning Academy Directory: Management Pathways

| | |
|--|-----|
| Category: Aspiring Managers Pathway | 93 |
| Self Confidence | 93 |
| Assertiveness | 94 |
| Personal Impact..... | 95 |
| Running Effective Meetings..... | 96 |
| Influencing Skills..... | 97 |
| Applying for Jobs | 98 |
| Category: New Managers Pathway | 99 |
| Buddy to Boss | 99 |
| Objective Setting | 100 |
| Giving Feedback..... | 101 |
| Delegation | 102 |
| Employee Engagement | 103 |
| Managing Change Tool-kit | 104 |
| Presenting Confidently | 105 |
| Developing People | 106 |
| Building Inclusive Teams..... | 107 |
| Dealing with Common Meeting Problems | 108 |
| Attendance Management | 109 |
| Conducting High Quality Conversations | 110 |
| Managing a Digital Environment | 111 |
| Time Management..... | 112 |
| Managing Teams Remotely | 113 |
| Leadership in the Organisation | 114 |
| Category: Manager to Leader Pathway | 115 |
| Building a culture of high performance..... | 115 |
| The Leader's role in Delivering Change | 116 |

| | |
|-----------------------------------|-----|
| Civil Service Local Academy | 117 |
| Academi Wales Summer School..... | 118 |

Learning Academy Directory: **Analytical**

| | |
|--|------------|
| Category: Economics – Academic pathway | 119 |
| AS/A2 Economics (educational attainment Level 3) – ONS Newport only | 119 |
| Category: Statistical | 120 |
| The Statistical Analysts Scheme (SA Scheme) | 120 |
| Category: Statistical - Short Course Programme – Introductory Level..... | 122 |
| Quality and Statistics (SA Scheme; mandatory) – ONS/GSS..... | 122 |
| Administrative Data (SA scheme; mandatory) – ONS/GSS..... | 123 |
| Geography for Statistics (SA Scheme; mandatory) – ONS/GSS..... | 124 |
| Data Linkage (SA Scheme; optional) – ONS/GSS..... | 125 |
| Editing and Imputation (SA Scheme; optional) – ONS/GSS..... | 126 |
| Introduction to Questionnaire Design and Testing (SA Scheme; optional) – ONS/GSS | 127 |
| Sample Design and Estimation (Social) - (SA Scheme; optional) – ONS/GSS | 128 |
| Sample Design and Estimation (Business) - (SA Scheme; optional) – ONS/GSS | 129 |
| Seasonal Adjustment (SA Scheme; optional) – ONS/GSS..... | 130 |
| Index Numbers (SA Scheme; optional) – ONS/GSS | 131 |
| Statistical Disclosure Control (SA Scheme; optional) – ONS/GSS..... | 132 |
| Introduction to National Accounts (SA Scheme; optional) – ONS/GSS..... | 133 |
| Population Statistics and the Census (SA Scheme; optional) – ONS/GSS..... | 134 |
| Communicating Statistics (SA Scheme; optional) – ONS/GSS | 135 |
| Data Visualisation – ONS/GSS | 136 |
| Category: Statistical – Quality Training – Introductory Level..... | 137 |
| Quality Assurance of Statistical Outputs (ONS only) | 137 |
| Improving Quality at ONS (ONS only)..... | 138 |
| Category: Statistical - Short Course Programme – Intermediate Level..... | 139 |
| Sample Design and Estimation (Social surveys) – ONS/GSS..... | 139 |
| Sample Design and Estimation (Business surveys) – ONS/GSS | 140 |
| Small Area Estimation – ONS/GSS..... | 141 |
| Geography for Statistics – Spatial Analysis – ONS/GSS..... | 142 |
| Seasonal Adjustment – ONS/GSS..... | 143 |
| Index Numbers – ONS/GSS..... | 144 |
| Hypothesis Testing – ONS/GSS | 145 |
| Category: Statistical – Statistical Computing Courses –Intermediate level | 146 |
| SAS – Data Manipulation and Basic Analysis (ONS only) | 146 |
| SAS/SQL – (ONS only) | 147 |
| Category: Statistical – Statistical Learning Pathway – Academic pathway | 148 |
| AS/A2 Maths (educational attainment Level 3) – ONS only | 148 |
| Diploma in Analytics (educational attainment Level 3) – ONS/GSS | 149 |

| | |
|--|-----|
| Diploma in Data Analytics (educational attainment Level 4) – ONS/GSS | 150 |
| MSc in Official Statistics (CPD, PGCert, Diploma, MSc) – Level 7 – ONS/GSS | 151 |
| MSc in Data Analytics for Government (CPD, PGCert, Diploma, MSc) – Level 7 – ONS/GSS | 153 |
| Category: Date Science - Induction Courses | 154 |
| GSG Induction – One day, non-residential | 154 |
| The GSG Foundations Course – Two Days, non-residential | 155 |
| Career Checkpoint Course – Half day, non-residential..... | 155 |
| Statistical Heads Of Profession Induction | 156 |
| Category: Data Science - Introductory | 157 |
| The Art of the Possible – ONS/GSS..... | 157 |
| Big Data & Data Science Explained – ONS/GSS | 158 |
| R and Python Show and Tells – ONS/GSS | 159 |
| Awareness of Python in Statistics – ONS/GSS..... | 160 |
| Category: Data Science – Computing Courses - Intermediate | 161 |
| Introduction to Coding in R – ONS/GSS | 161 |
| Introduction to Graphics in R – ONS/GSS | 162 |
| Application of R in Statistics – ONS/GSS | 163 |
| Introduction to Coding in Python - ONS/GSS | 164 |
| Introduction to Graphics in Python – ONS/GSS..... | 165 |
| Category: Data Science - Computing Courses Intermediate / Advanced | 166 |
| Mango Solutions (External Provider)..... | 166 |
| Category: Data Science – Computing Courses –E-Learning -Intermediate | 167 |
| Drop In DataCamp Introduction to R and Introduction to Python – ONS only | 167 |
| DataCamp online courses in R and/or Python – ONS/GSS | 168 |
| Further DataCamp online courses in R and Python – ONS/GSS | 169 |
| Coursera Data Science Specialisation – ONS/GSS | 170 |
| Mango Solutions (External Provider)..... | 172 |

Learning Academy Directory: RAS

| | |
|---|-----|
| Category: RAS Learning and Development | 173 |
| RAS Induction..... | 173 |
| RAS Events / RAS Technical Seminars..... | 174 |
| RAS Competency-based interviewing workshop | 175 |
| RAS Conference..... | 176 |

Category: Commercial

Title: Life of a Purchase Order (PO)

Brief description:

This course provides a brief overview of the lifecycle of a purchase order (PO) within the ONS.

Learning Aim and Objectives:

To illustrate the end-to-end process of an ONS purchase order (PO)

After completing this course, you will:

- Understand how to identify a need to purchase a product, service or person
- Understand how to define the need and gain the relevant level of approval
- Be able to raise a request to purchase (RTP)
- Understanding spending controls and how to adhere to them
- Understand what happens to a PO between the RTP and the confirmation of the PO number
- Understand what to do with an invoice
- Understand how to increase, decrease, or adjust a PO
- Understand how to maintain a high quality directorate, divisional, or branch level log, including reminders to receipt POs
- Be able to raise a request to receipt (RTR)
- Be able to find relevant supporting guidance on the Intranet

Duration and format:

- 1 hour and 30 minutes
- Classroom learning with practical sessions

Target audience:

This is aimed at all staff of all grades, particularly those in business and finance support roles

Date: Quarterly

Cost: Free

Location: Newport, Titchfield and London

Category: Commercial

Title: Becoming more commercially savvy

Brief description:

This course will help your commercial thinking and understanding of how effective policy outcomes drive out waste and maximises value for money.

Learning Aim and Objectives:

On completing this online seminar, you will be able to:

- understand why strong commercial awareness and capabilities are essential to building better public services
- assess your level of commercial awareness
- develop effective ways to assess what constitutes value for money

Duration and format:

- 3 hours and 30 minutes
- Online seminar

Target audience:

This is aimed at all staff of all grades, particularly those in business and finance support roles

Date: Quarterly

Cost: Free

Location: Newport, Titchfield and London

Category: Digital and Technology

Title: Let's Do Digital - 10 GDS Design Principles

Brief description: What is a digital service? How are digital services designed? These 10 principles have been embraced across government, and across many areas of ONS. Come and find out what they are, and why!

Learning Aim and Objectives: To build staff awareness of the 10 GDS principles.

Duration and Format:

- 35 minutes
- Live and recorded presentations from Terry Makewell – Chief Digital Officer for ONS.

Target audience: All staff

Cost: Free

For more information on these events email the Learning Academy, individual sessions can be booked via Eventbrite.

Category: Digital and Technology

Title: Digital by Default – The Service Standard Explained

Brief description: The Service Standard ensures digital teams build high quality government services. Before any service goes live, it must pass an assessment against these standards – that includes our own EDC, Beta website and Census amongst others. Come and see why it's so important!

Learning Aim and Objectives: To build a staff awareness of the digital service standard

Duration and Format:

- 40 minutes
- Live and recorded presentations from Terry Makewell – Chief Digital Officer for ONS.

Target audience: All staff

Cost: Free

For more information on these events email the Learning Academy, individual sessions can be booked via Eventbrite.

Category: Digital and Technology

Title: Agile in a Nutshell

Brief description: *This activity is currently being developed and will be promoted later in 2017.*

Learning Aim and Objectives:

Aim:

Objectives:

Method of Delivery:

Target audience: All staff

Duration: 40 minutes

Cost: Free

For more information on these events email the Learning Academy, individual sessions can be booked via Eventbrite.

Category: Digital and Technology

Title: Let's Do Digital – The Good, the Bad and the Digitally Ugly

Brief description: Chief Digital Officer Terry Makewell covers good examples of digital services along with bad ones. You'll also find out about companies which have been forever altered because they didn't understand what the changing environment meant to how they interact with their customers.

Learning Aim and Objectives: To build staff awareness of how to and how not to build a website

Duration and Format:

- 1 hour
- Live presentations from Terry Makewell – Chief Digital Officer for ONS.

Target audience: All staff

Cost: Free

For more information on these events email the Learning Academy, individual sessions can be booked via Eventbrite.

Category: Digital and Technology

Title: Digital by Default

Brief description: This event explains what 'digital by default' means for government and civil servants, this e-learning explores the importance of moving services online for you, your department and the citizen.

This online learning uses case studies from across government to demonstrate the different ways government is digitally transforming its services by making them more effective and accessible for customers.

Learning Aim and Objectives:

Aim: To explain what 'digital by default' means for government and civil servants

Objectives:

- explain what 'digital' means in a government context
- explain why effective digital services are important
- to understand the government digital strategy

Duration and Format:

- 30 minutes
- CSL e-learning.

Target audience: All staff

Cost: Free

Category: Digital and Technology

Title: Digital Skills – Listening to users

Brief description: First-hand accounts from real civil servants working on real customer-facing services. Carolyn Williams at DVLA is one of the most accomplished civil servants around. In this film, she speaks candidly about listening to user needs and user feedback, and offers her top tips for running a digital service and getting around obstacles. DVLA is a huge organisation running many different services, and is blazing a trail in digital transformation. This video is a starting point for teams about to embark on the same journey.

Learning Aim and Objectives:

Aim: To increase knowledge of how digital technology is used to deliver and transform government services.

Objectives: To provide advice for discovering and prioritising needs, writing and refining user stories

Duration and Format:

- 20 mins
- CSL video.

Transcripts are available for each video. You can also watch the videos using internet enabled mobile phones and tablets.

Target audience: All staff

Cost: Free

Category: Digital and Technology

Title: Digital Skills – Starting with user needs

Brief description: First-hand accounts from real civil servants working on real customer-facing services. Why do we focus on users in the first place? What's the benefit? Lisa Scott from GOV.UK explains why the site was built with users and user needs in mind and why meeting those needs early on solved a lot of problems later.

Learning Aim and Objectives:

Aim: To increase knowledge of how digital technology is used to deliver and transform government services.

Objectives: To provide advice for discovering and prioritising needs, writing and refining user stories

Duration and Format:

- 20 mins
- CSL video

Transcripts are available for each video. You can also watch the videos using internet enabled mobile phones and tablets.

Target audience: All staff

Cost: Free

Category: Digital and Technology

Title: Digital Skills – Transforming services with Agile

Brief description: First-hand accounts from real civil servants working on real customer-facing services. What does it mean to digitise complex and expensive paper-based transactions? Chris Harvey and Chris Kirby at the Department for Environment, Food, & Rural Affairs explain what they've been doing to transform Common Agricultural Policy payments, and how working in an agile way has been crucial to their success.

Learning Aim and Objectives:

Aim: To increase knowledge of how digital technology is used to deliver and transform government services.

Objectives: Raise awareness of how your team can use agile methods to build and run your service.

Duration and Format:

- 20 mins
- CSL video

Transcripts are available for each video. You can also watch the videos using internet enabled mobile phones and tablets.

Target audience: All staff

Cost: Free

Category: Digital and Technology

Title: Digital Skills – Using social media in public services

Brief description: First-hand accounts from real civil servants working on real customer-facing services. Jobcentres in South London are leading the way in terms of social media engagement with users. In this film, Daniel Riches & Izzy Mehmet from the Department for Work and Pensions explain how social media sites are being put to practical use, changing the whole experience of using a jobcentre. How does this approach change the experience for jobseekers and the work of jobcentre staff?

Learning Aim and Objectives:

Aim: Take a look at the social media tab on these pages to access useful [guidance on using social media](#) and to find out more about the learning opportunities offered by CSL in this area.

Objectives:

Duration and Format:

- 20 mins
- CSL video

Transcripts are available for each video. You can also watch the videos using internet enabled mobile phones and tablets.

Target audience: All staff

Cost: Free

Category: Digital and Technology

Title: Helping customers in the digital world – ‘Digital by Default’

Brief description: This e-learning is designed to help Operational Delivery professionals and their customers make the shift to digital by default service delivery.

Learning Aim and Objectives:

Aim: This module covers the information and basic skills needed to help Operational Delivery professionals become more confident in the use of digital services.

Objectives:

This includes:

- The basics of why government is going digital and how it may affect our customers.
- How customers can already use digital channels to access government services.
- How government and other digital services, especially on GOV.UK, can be found and accessed on the internet.
- Some of the reasons customers may find it difficult to access digital services and what you can do to help them.
- Choosing the right way to communicate or respond to customers in the digital age and the variety of media now available.
- A series of exercises and challenges to work through to acquire and hone your new digital skills.

Duration and Format:

- 1 hour
- CSL e-learning

Target audience: All staff

Cost: Free

Category: Digital and Technology

Title: Helping customers in the digital world – Managing digital services

Brief description: Aimed primarily at line managers and team leaders this module is designed to provide them with a better understanding of the digital agenda and how they can support their teams in the drive towards digital government services.

Learning Aim and Objectives:

Aim: To help line managers and team leaders improve their understanding of the digital agenda and how they can support their teams in the drive towards digital government services.

Objectives:

This includes:

- The basics of why government is going digital and how it may affect our customers.
- How customers can already use digital channels to access government services.
- How government and other digital services, especially on GOV.UK, can be found and accessed on the internet.
- Some of the reasons customers may find it difficult to access digital services and what you can do to help them.
- Choosing the right way to communicate or respond to customers in the digital age and the variety of media now available.
- A series of exercises and challenges to work through to acquire and hone your new digital skills.

Duration and Format:

- 80 mins
- SL e-learning

Target audience: All staff

Cost: Free

Category: Digital and Technology

Title: Helping customers in the digital world – Delivering a digital strategy

Brief description: Aimed primarily at senior leaders this module aims to help them effect change in departments, moving teams towards the shift to digital government services.

Learning Aim and Objectives:

Aim: Help senior leaders effect change in departments, moving teams towards the shift to digital government services.

Objectives:

This includes:

- The basics of why government is going digital and how it may affect our customers.
- How customers can already use digital channels to access government services.
- How government and other digital services, especially on GOV.UK, can be found and accessed on the internet.
- Some of the reasons customers may find it difficult to access digital services and what you can do to help them.
- Choosing the right way to communicate or respond to customers in the digital age and the variety of media now available.
- A series of exercises and challenges to work through to acquire and hone your new digital skills.
-

Duration and Format:

- 30 minutes
- CSL video

Target audience: Senior leaders

Cost: Free

Category: Digital and Technology

Title: SharePoint Show and Tell

Brief description: The SharePoint project team have been working with colleagues in Business Data Division (BDD) in preparation for a rollout of one of their key Business Databases (BDBs). At the point of rollout, the specific Lotus Notes BDB will no longer be used and a migrated version will be accessible in Sharepoint to enable access to previous documents and continued working.

This exercise has been important for the team to test a number of processes to aid colleagues with the move from the Lotus Notes document management system to the SharePoint document management system.

Learning Aim and Objectives:

Aim: To give staff an introduction to the new SharePoint system.

Objectives:

The processes we have been focusing on will aid user adoption and understanding of how SharePoint operates. These include:

- Show and tell sessions to give Users an introduction to Sharepoint and how they will use it for common document management functions.
- Use of a migration mapping template to work with the business representatives how best to map BDBs to Sharepoint document libraries.
- Training documentation including “How To” guides

Duration and Format:

- 1 hour
- Face to face Show & Tells with video link to London

Target audience: All ONS staff

Cost: Free

Category: Digital and Technology

Title: Digital Awareness Week

Brief description: A full week of varied 'digital' activities to help promote the ONS digital agenda. Digital week began life based on Computer Science week which is held at the beginning of December each year. It is part of the worldwide effort to celebrate computer science. Initially its focus was to provide people with the opportunity to practice Hour of Code to demystify "code" to show that anybody can learn the basics.

Digital week now consists of a variety of events delivered in many ways. There are keynote speakers, modules lifted from the Digital Passport, overviews of digital processes and tools used across the organisations and, of course, an Hour of Code.

Learning Aim and Objectives: To increase awareness of the ONS digital agenda

Duration and Format:

- 1 week
- A variety of learning methods

Target audience: All ONS staff

Date: Twice a year – June & December

Cost: Free

Category: Digital and Technology

Title: Learning Academy Goes Digital

Brief description: A suite of learning focused on raising awareness of the digital tools used in the organisation. These can be offered individually or as a package, it includes Eventbrite, Trello, Yammer, Sharepoint, Outlook and Fusion.

Learning Aim and Objectives: To increase awareness of the ONS digital agenda

Duration and Format: A variety of learning methods

Target audience: All ONS staff

Duration: Varied

Date: Twice a year – June & December

Cost: Free

Category: Digital and Technology

Title: Yammer – Embracing organisational social media

Brief description: Are you a bit wary of social media? Would you like to become more confident to voice your opinion and give feedback on our organisational changes?

This session gives you some tips and techniques for getting started with Yammer - the ONS social media tool.

Learning Aim and Objectives: To gain a working knowledge of Yammer and how it can be used in ONS.

Duration and Format:

- 1 hour
- An interactive classroom session

Target audience: All ONS staff

Date: Monthly from April

Cost: Free

Category: Equality and Inclusion

Title: Achieving Success programme

Brief description: This is career mentoring programme that enables staff to become powerful and pragmatic. It contains a range of courses, which are particularly tailored towards women, better enabling them to progress towards leadership roles. Attendees will learn how to define what they want honestly and clearly, set achievable goals that are purposeful to them as well as presenting themselves with confidence and credibility. Courses include a mentoring workshop, assertiveness training, application writing, interview skills, presenting with confidence and personal resilience.

Learning Aim and Objectives: To equip women with the support, tools and techniques they need to excel into leadership roles at the same rate as their male counterparts.

After completing this programme, you will:

- Have an understanding of different mentoring styles and how you can find a suitable mentor or mentee
- Engage in effective mentor/ mentee conversations
- Understand the concept of assertiveness and develop an action plan for applying appropriate levels of assertiveness, in relation to your personal internal behaviours
- Know your leadership brand and how to apply it
- Understand the value of goal setting and how to apply it
- Be able to effective plan for an interview and implement that plan on the day
- Be able to plan an effective presentation and manage your nerves when presenting it
- Understand tools and techniques for developing self awareness and emotional intelligence as well as the ability to adapt to a constantly changing environment.

Duration and format:

- 6 months
- There are a variety of learning activities across the 6-month period, including classroom tutorials, interactive and self-assessment tasks, coffee mornings, homework activities and a celebratory event at the end of the programme.

Target audience:

This programme is aimed at women in the Civil Service who are exploring the next stage in their career and want the support required, to clarify and achieve their goals

Date: Summer (July/August)

Cost: Free

Location: Newport and Titchfield

Category: Equality and Inclusion

Title: International Women's Day

Brief description: This day sees the world celebrating the achievements of women – and there is much to shout about. This day also marks a call to action. We are aware that progress has slowed in many parts of the world and that urgent steps are needed to accelerate gender parity. One of the most powerful ways we can influence how quickly gender parity is achieved is through championing a #BeBoldForChange campaign within our own organisation.

International Women's Day in ONS is an event packed full of inspirational speakers from inside and outside the organisation. It gives you an opportunity to pledge your commitment to achieving gender balance across the ONS where you can listen to people discussing the bold actions they are taking and see how you can encourage this movement towards equality.

Duration and format:

- 1 day
- Conference/discussion/presentation

Target audience: This programme is aimed at women in the Civil Service who are exploring the next stage in their career and want the support required, to clarify and achieve their goals

Date: March 2018

Cost: Free

Location: Newport, Titchfield and London

Category: Equality and Inclusion

Title: An Introduction to Gender Identity

Brief description: An introduction to Gender Identity fosters an open and honest discussion around gender identity, introducing learners to the correct terminology and demystifying common misconceptions and “awkward questions” someone may have around Trans* Gender people. This session is delivered through the Friends of Spectrum group.

Learning aim and objectives: The session enhances knowledge around Transgender issues, within the workplace, the country and globally. The session enables the learner to challenge and raise issues with inappropriate behavior or comments around Trans* issues. This session also covers non-binary identity, relating to people who may not identify as either male or female.

Duration and format:

- 1 hour
- Classroom session

Target audience: All staff

Date: Check Eventbrite for availability

Cost: Free

Location: Newport, Titchfield and London

Category: Equality and Inclusion

Title: A Brief History of LGBT Rights

Brief description: An upbeat interactive session with a serious message; learners are divided into groups and compete against each other. The first activity involves listing countries where homosexuality is a criminal offense; the second a “Play your cards right” style activity involving placing key UK LGBT Rights on a timeline. This session is delivered through the Friends of Spectrum group.

Duration and format:

- 1 hour
- Classroom session

Target audience: All staff

Date: Check Eventbrite for availability

Cost: Free

Location: Newport, Titchfield and London

Category: Equality and Inclusion

Title: Multiple Identity Sessions

Brief description: Sessions involve a selection of Videos around the multiple aspects of people's identify and a facilitated discussion for the group.

LGBT* and Age

LGBT* and Disability

LGBT* and Religion

LGBT* and Black and Minority Ethnicities (BAME)

This session is delivered through the Friends of Spectrum group.

Duration and format:

- 1 hour
- Classroom session

Target audience: All staff

Date: Check Eventbrite for availability

Cost: Free

Location: Newport, Titchfield and London

Category: Equality and Inclusion

Title: Bisexuality Awareness

Brief description: Bisexuality is an often misunderstood sexuality. Bisexuals are often labelled as indecisive or greedy; this presentation and question and answer session aims to dispel some of the common misconceptions around one of the most common sexualities. This session is delivered through the Friends of Spectrum group.

Duration and format:

- 1 hour
- Classroom session

Target audience: All staff

Date: Check Eventbrite for availability

Cost: Free

Location: Newport, Titchfield and London

Category: Equality and Inclusion

Title: Asexuality Awareness

Brief description: Asexuality is the absence or abhorrence of sexual attraction; this session aims to explore this more, highlighting the constant thread that sexuality plays in everyday life including advertising and the media. The session will have a question and answer section to ask those “awkward questions” you have maybe felt unable to ask. This session is delivered through the Friends of Spectrum group.

Duration and format:

- 1 hour
- Classroom session

Target audience: All staff

Date: Check Eventbrite for availability

Cost: Free

Location: Newport, Titchfield and London

Category: Equality and Inclusion

Title: Coming Out Activity

Brief description: An LGBT person has to make daily decisions on whether to reveal their sexuality; however this normally follows a larger “coming out” event when they tell friends and family or work colleagues and the news spreads. This can be a very scary time as you are unable to control the information when it is out. How will your family react, will you keep your friendships and will you be discriminated against at work? This interactive session puts you in the shoes of someone coming out as LGBT. This session is delivered through the Friends of Spectrum group.

Duration and format:

- 1 hour
- Classroom session

Target audience: All staff

Date: Check Eventbrite for availability

Cost: Free

Location: Newport, Titchfield and London

Category: Equality and Inclusion

Title: Intersex Awareness

Brief description: “Intersex” is a general term used for a variety of conditions in which a person is born with a reproductive or sexual anatomy that doesn't seem to fit the typical definitions of female or male. Intersex people often have additional needs within the workplace; but the condition is often misunderstood. This informative session introduces learners to what it means to be Intersex, correct terminology and includes a question and answer session. This session is delivered through the Friends of Spectrum group.

Duration and format:

- 1 hour
- Classroom session

Target audience: All staff

Date: Check Eventbrite for availability

Cost: Free

Location: Newport, Titchfield and London

Category: Equality and Inclusion

Title: LGBT Equality – Working Together

Brief description: Are Straight and Cisgender (Gender matches sex at birth) Allies important? How can this group of people amplify the voices of LGBT* people and join the fight for equality? This session discusses these issues, the concept of being a good ally and a role model and aims to empower those who leave the session to take action. This training is specific for LGBT* issues, however the concepts expressed are easily transferable to being an ally for any marginalised group. This session is delivered through the Friends of Spectrum group.

Duration and format:

- 1 hour
- Classroom session

Target audience: All staff

Date: Check Eventbrite for availability

Cost: Free

Location: Newport, Titchfield and London

Category: Health and Wellbeing

Title: Get Strong Confident Posture

Brief description: Working at a desk all day does have some serious side effects on our bodies. A desk job means much more time spent indoors, less time spent moving and too much time spent at workstations resulting in less time moving that contributes to a number of musculoskeletal health issues. The neck, shoulders and back are a critical part of good posture habits. This session equips attendees with the knowledge of sitting correctly.

Learning Aim and Objectives: The aim of this session is to give an introduction to postural awareness.

By the end of this workshop participants will:

- Understand what is meant by good posture
- Practice standing and sitting in good posture to prevent or alleviate back pain
- To execute simple exercises to tighten lengthened postural muscles to improve posture
- To demonstrate simple stretches to use throughout the working day to assist in increasing proper posture.

Duration and format:

- One hour
- Practical session

Target audience: All Staff

Date: During the Health & Wellbeing Awareness focus weeks in September & January

Cost: Free

Location: Newport and Titchfield

Category: Health and Wellbeing

Title: Postural and Spinal Assessments

Brief description: These half hour outreach sessions will include a postural assessment and mini physical exam to identify the cause of any pain/ biomechanical dysfunction. It will identify if the attendee needs to be advised to see a practitioner specific to their problems or treated for any specific problem, such as repetitive strain injury, desk based postures and sporting injuries.

Learning Aim and Objectives: To help identify the cause of the staff member's aches/ pains / discomfort and show them how is best to deal with the problem and to identify any postural problems not yet causing an issue but that could lead to pain or poor biomechanics in the future.

By the end of this session, participants will undertake:

- A brief medical history and history of the pain of complaint
- To question in order to identify if there are any underlying musculoskeletal problems
- A postural assessment
- To receive advice of treatments such as: ice, heat, a simple stretch or exercise that may help.
- To be signposted to a point of referral such as a GP, chiropractor or another practitioner specific to their problems

Duration and format:

- 30 mins
- One to one sessions

Target audience: All Staff

Date: During the Health & Wellbeing Awareness focus weeks in September & January

Cost: Free mini assessment, there will however be a cost to the individual if referral treatment is required (dependent on condition)

Location: Newport

Category: Health and Wellbeing

Title: The Secret of Healthy Weight loss

Brief description: Weight loss can be challenging and it is an individual journey. So, what are the secrets of losing weight and keeping it off? This is a one hour session led by a qualified nutritionist to get some tips that might make the difference to your diet and future health

Learning Aim and Objectives

To educate attendees on healthy eating for weight loss

By the end of this activity, participants will be aware of

- Nutritious portable lunches
- Snack ideas to prepare to bring to work
- The importance of fluid intake
- Making sensible food choices
- Select the best time to eat meals
- Correct portion size

Duration and format:

- One hour
- Classroom session

Target audience: All Staff

Date: During the Health & Wellbeing Awareness focus weeks in September & January

Cost: Free

Location: Newport and Titchfield

Category: Health and Wellbeing

Title: Strengthen your Core and Floor

Brief description: Has anyone ever taught you about the importance of a strong core and pelvic health? This is a practical workshop where you will learn about this topic and how to ensure that your pelvic floor does not become a problem. You will be taught simple exercise to improve these areas

Learning Aim and Objectives: To introduce some simple core and pelvic floor exercises for everyday use

By the end of this activity, participants will be able to:

- Identify the main muscles of the core
- Perform simple core exercises to improve posture and decrease the risk of back pain.
- Perform simple pelvic floor exercises to boost core strength and stability.

Duration and format:

- One hour
- Practical session

Target audience: All staff, particularly suitable for pre/postnatal mums or those with pelvic or prostate problems.

Date: During the Health & Wellbeing Awareness focus weeks in September & January

Cost: Free

Location: Newport and Titchfield

Category: Health and Wellbeing

Title: Smoking Cessation Programme

Brief description: This is a seven week programme run by NHS Stop Smoking Wales. It offers free Nicotine replacement therapy or medication to those that would like to give up smoking, as well as a smoking cessation advisor who will help with the withdrawal symptoms and other barriers that smokers face when giving up. Each week the carbon monoxide levels in the lungs are tested to check your progress.

Learning Aim and Objectives: To stop smoking to improve health and well-being.

Primary objectives:

- To identify a suitable quit date and committing to it
- To advise on medication and the best way to use the products supplied
- To provide information on the withdrawal process and the physical changes that are experienced during the initial few weeks of stopping smoking.
- To measure weekly improvements by recording the decrease of carbon monoxide readings in the lungs
- To motivate participants to remain smoke free towards the end of the programme

Duration and format:

- One hour
- Classroom session providing advisory support

Target audience: All staff, particularly suitable for those that smoke or vape

Date: Starting during the Health & Wellbeing Awareness focus weeks in September & January

Cost: Free

Location: Newport and Titchfield

Category: Health and Wellbeing

Title: Circuit Training

Brief description: This session is a type of interval training; it gives participants the benefit of muscle toning along with an intense cardio workout by performing a variety of exercises. Adaptations are given at each circuit to suit all fitness levels and individual needs.

Learning Aim and Objectives: To provide participants with a range of safe and effective circuit based exercises covering all components of physical fitness.

Throughout the activity participants will be required to:

- To warm up the body through mobilisation of joints, pulse raising activities and dynamic stretching
- To raise the heart rate and improve cardiovascular fitness by performing high impact exercises
- To increase muscular strength by using weighted exercises
- To practice repeated movements to improve muscular endurance and coordination
- To perform stretches at the end of the session to enhance flexibility
- To decrease overall stress levels

Duration and format:

- One hour
- Practical classroom session

Target audience: All staff

Date: During the Health & Wellbeing Awareness focus weeks in September & January

Cost: Free

Location: Newport & Titchfield

Category: Health and Wellbeing

Title: Mindfulness

Brief description: MBCT (Mindfulness Based Cognitive Therapy) is an approach developed in the 90s by three cognitive therapy specialists in an internationally linked programme of research into the prevention of depression. It was developed as an extension of Jon Kabat-Zinn's earlier work on Mindfulness-based Stress Reduction (MBSR) in the USA. MBCT is recommended by the National Institute of Health and Clinical Excellence (NICE) as a means to prevent depressive relapse but is being used increasingly widely with people who experience anxiety and stress. MBSR has been used widely to help people reduce stress and various medical conditions especially chronic physical pain.

The programme consists of a taster session which provides a short introduction into the world of mindfulness to outline the basics and highlight the commitment needed to participate in the eight week course. Learners will then participate on a eight week programme which includes home practice. Lastly, learners will have an opportunity in a consolidation session allowing them to discuss their progress several months on.

Learning Aim and Objectives: This activity aims to bring a kind and curious attention to thoughts, feelings and physical sensations in order to prevent the automatic escalation of negative mood/ thinking and the repetition of habitual, reactive patterns that restrict choice. Through developing an intention to be present with experience, conditions are created for greater resilience, self-compassion and appreciation to arise.

By the end of the session attendees will:

- Understand what mindfulness is
- Understand the research context for mindfulness
- Have had the opportunity to take part in eight weeks of mindfulness practice
- Know how to apply mindfulness techniques to everyday life

Target audience: Duration and format:

- Half day taster session, 8 x One day programme sessions, 1 day consolidation session
- Classroom

Target audience: Anyone who is dealing with stress, particularly those with anxiety or depression

Date: Twice a year

Cost: Free

Location: Newport & Titchfield

Category: Health and Wellbeing

Title: Personal Resilience

Brief description: This is a programme of learning that will supply attendees with the skills needed to improve their ability to deal with uncertainty and change.

Learning Aim and Objectives: To explore the causes of negative stress, poor confidence and self esteem and equip learners with tools that can be used to change and alter their stress levels and emotional state.

By the end of this activity, participants will:

- Be able to discuss various tools that can be used to change confidence and self esteem levels.
- Feel empowered and confident enough to try these tools and techniques learned to create a new future.
- Reduce stress levels and improve control of emotional well-being
- Embed the tips and tools taught in the session into daily life.

Duration and format:

- One hour
- Classroom session

Target audience: All staff

Date: Monthly

Cost: Free

Location: Newport & Titchfield

Category: Health and Wellbeing

Title: Assertiveness

Brief description: Assertiveness is the quality of being self-assured and confident without being aggressive. This is a programme of learning that will supply attendees with the skills needed to enable them to become more assertive.

Learning Aim and Objectives: This programme has been designed to address the issues surrounding non-assertive behaviour and give the delegate an understanding of assertiveness together with tools and strategies to make real changes in their day to day lives.

By the end of the programme participants will be able to:

- Handle confrontation more easily and satisfactorily.
- Feel less stressed.
- Have greater self-confidence.
- Be more tactful.
- Improve your image and credibility.
- Be able to disagree more convincingly but in a way that maintains the effectiveness of a relationship.
- Resist other people's attempts to manipulate you through bullying, emotional blackmail, flattery etc.
- Feel better about yourself and other people.

Duration and format:

- 2 x 2 hours
- Classroom session

Target audience: All staff

Cost: Free

Date: Monthly

Location: Newport & Titchfield

Category: Health and Wellbeing

Title: Coping with stress and pressure

Brief description: If you sometimes get stressed or feel that you might not be coping well with pressure, this session can offer you some tips to help you manage. You'll gain valuable ideas and tips on how to maintain your wellbeing, enhance your resilience and reduce your stress levels. You can use this course as advice for yourself, as well as help for a colleague. This is a facilitated session where discussion is encouraged.

Learning Aim and Objectives

To identify effective stress management strategies.

Upon completion, you will be able to:

- Differentiate between stress and pressure
- Better manage a range of pressure factors
- Explain the roles people have to play in dealing with stress
- Describe things you can do to combat both stress and pressure
- List the indicators that alert you to potential negative issues (either your own or your colleagues') and what corrective action you might take
- Discuss as a group any points raised in the session

Duration and format:

- One hour
- Classroom session

Target audience: All staff

Cost: Free

Date: Monthly

Location: Newport & Titchfield

Category: Health and Wellbeing

Title: Relaxation – some practical techniques

Brief description: This practical orientated workshop is a great introduction to how relaxation can help calm our minds and heal our bodies to reduce daily stress. It outlines the benefits of relaxation and takes you through a series of relaxation techniques, progressive muscle relaxation and visual guided imagery. These holistic tools are designed to reduce the physical and psychological tensions associated with stress and promote wellbeing of the workforce.

Learning Aim and Objectives: To introduce some simple practical relaxation techniques to apply to everyday life and reduce stress symptoms.

By the end of this workshop, participants will:

- Understand the benefits of relaxation
- Practice breathing exercises to slow down breathing in order to calm the mind and body
- Perform mobility and stretch exercises to relieve muscle tension
- Carry out progressive muscle relaxation to relax the entire body

Duration and format:

- 45 mins
- Practical classroom session

Target audience: All staff

Cost: Free

Date: Quarterly

Location: Newport & Titchfield

Category: Health and Wellbeing

Title: Stretch & Chill

Brief description: Many people are stiff, tight, and aching from long periods of time spent working at a desk. Specifically, desk workers can get particularly tight in their hips and shoulders from sitting down, hunching over, and not moving for hours on end. During this session participants, will be taken through a series of stretches designed to improve mobility and flexibility in targeted areas. It will also promote relaxation and the feeling of physical and mental well-being.

Learning Aim and Objectives: To stretch muscles tightened by desk bound work and use breathing techniques to promote relaxation.

By the end of the workshop, participants will understand how:

- To release tension in tight muscles associated with long periods of time sitting at a desk
- To enable muscles to work more effectively with increased range of movement at each joint
- To decrease the risk of injury or conditions related to poor desk posture
- To encourage relaxation to decrease stress levels

Duration and format:

- One hour
- Practical classroom session

Target audience: All staff

Cost: Free

Location: Newport & Titchfield

Date: During the Health & Wellbeing Awareness focus weeks in September & January

Category: Health and Wellbeing

Title: The Benefits of Exercise

Brief description: The health benefits of regular exercise and physical activity are hard to ignore. Everyone benefits from exercise, regardless of age, sex or physical ability. Any increase in physical activity will contribute to improving our well being. In this session attendees will learn about the components of physical fitness and what we can do to incorporate them into our daily lives. This workshop is particularly useful if you are a beginner who is thinking of embarking on an easy level training programme for the first time in a while.

Learning Aim and Objectives: To outline the benefits of exercise on health and wellbeing and highlighting risks associated with a sedentary lifestyle.

Objectives:

- To list the benefits of exercise.
- To understand the impact of physical activity on weight control and how it reduces the risk of becoming obese
- To explain how exercise can reduce the risk of cardiovascular disease.
- To raise awareness of the risk of type 2 diabetes associated with sedentary lifestyles.
- To explain the connection between exercise and preventing or improving mental health problems

Duration and format:

- One hour
- Classroom session

Target audience: All staff

Date: During the Health & Wellbeing Awareness focus weeks in September & January

Cost: Free

Location: Newport & Titchfield

Category: Project Delivery

Title: Introduction to Project Delivery

Brief description: This course covers a range of subjects from typical roles and responsibilities within a project through to project delivery within the context of the Civil Service.

Learning Aim and Objectives: This topic introduces you to the fundamentals of successful project delivery. You'll learn about project lifecycles, as well as commonly used project delivery features and approaches.

After completing this topic, you will:

- Appreciate the importance of effective project delivery and the role you can play
- Have knowledge of Agile and Waterfall, two of the more commonly used project management approaches
- Be more confident about delivering and participating in projects

Duration and format:

- 2 hours
- There are a variety of learning activities within this topic, including online tutorials, videos and self-assessment tasks. This can be conducted in a classroom with an additional, value added discussion section.

Target audience: This is applicable for civil servants of all grades, whether you are new to the Civil Service, working on a project for the first time or involved with developing policy.

Cost: £55

Location: Newport and Titchfield

For more information on this event (including additional free resources) or to register your interest please email the Learning Academy

Category: Project Delivery

Title: How Projects Run

Brief description: This topic introduces you to the DNA of a typical public sector project. You'll learn how organisational structures allow for timely and effective decision-making. You'll learn how governance processes exert control over that decision-making. And you'll find out about the role that assurance plays in assessing whether a project's activities are organised, executed and controlled appropriately.

Learning Aim and Objectives: Appreciating how leadership structures, clearly defined roles, activities, governance and assurance mechanisms feature within a project and why they matter. This is an important part of understanding what makes a project successful.

After completing this topic, you will:

- Know how Civil Service projects are structured and delivered
- Be able to participate in, or lead, projects that are run effectively and in the public interest

Duration and format:

- 1 hour
- A variety of learning activities feature within this topic, including online tutorials, a video and a self-assessment task. These activities cover structures, governance and assurance – and you'll also hear from a Senior Responsible Officer (SRO) regarding their project management experiences. This can be conducted in a classroom with an additional, value added discussion section.

Target audience:

This is applicable for civil servants of all grades, who are working on a project for the first time or working in project environments

Cost: £55

Location: Newport and Titchfield

For more information on this event (including additional free resources) or to register your interest please email the Learning Academy

Category: Project Delivery

Title: Getting it right: scope and change

Brief description: Anyone who has ever worked on a project knows that, as it develops, change is inevitable. Changes occurring in the scope of a project are perfectly natural, not a sign of something going wrong. If changes are proactively managed, the project should still be a success. It's when changes aren't managed appropriately that 'scope creep' becomes a factor; something which requires careful management at all times.

Learning Aim and Objectives: This topic is designed to introduce you to the processes for managing the scope and quality of a project. You'll learn how and why things can change within a project, considering factors such as political developments or changing customer requirements. You'll find out how change can be accommodated, managed and communicated through a change control process.

After completing this topic, you will:

- Understand the relationship which exists between time, cost and quality
- Be aware of the principles for controlling change within a project
- Ensure that both scope and quality factors are effectively managed, resulting in more efficient project delivery.

Duration and format:

- 1 hour and 15 minutes.
- This is an online topic, featuring over an hour of online tutorials, a video and a quiz. This can be conducted in a classroom with an additional, value added discussion section.

Target audience:

This is applicable for civil servants of all grades, who are working on a project for the first time or working in project environments

Cost: £55

Location: Newport and Titchfield

For more information on this event (including additional free resources) or to register your interest please email the Learning Academy

Category: Project Delivery

Title: Identifying customer and stakeholder requirements

Brief description: This course looks at the process of defining requirements and how to create a customer and stakeholder engagement strategy. You'll have the chance to work through a case study to determine how you would manage the process and will be given tips and advice for transferring what you have learned back into the workplace.

Learning Aim and Objectives: This topic will introduce you to the importance of customer requirements, but you'll also consider how simply agreeing requirements is not enough. You need to ensure that the right customers and stakeholders are identified in the first place.

You'll also learn how best to communicate with those groups and how to make the most of their involvement throughout the project lifecycle.

After completing this topic, you will:

- Understand how to identify both your customers and your stakeholders
- Be able to design projects that meet these groups' requirements from the outset
- Produce better outcomes by proactively engaging with, and managing, these groups.

Duration and format:

- 1 hour and 30 minutes.
- This is an online topic, featuring over an hour of online tutorials, a video and a quiz. This can be conducted in a classroom with an additional, value added discussion section.

Target audience:

This is applicable for civil servants of all grades, who are working on a project for the first time or working in project environments

Cost: £55

Location: Newport and Titchfield

For more information on this event (including additional free resources) or to register your interest please email the Learning Academy

Category: Project Delivery

Title: Project planning

Brief description: This topic will show you how best to plan your projects in order for them to be proactively managed, delivered and evaluated. You'll be introduced to the tools available to help you create an effective plan and taken through the most important considerations of the planning process. These include giving the planning the time it deserves, learning from previous projects, fully involving the appropriate stakeholders and building in sufficient flexibility.

Learning Aim and Objectives: To introduce delegates to the tools available to them for effectively plan within projects. The course will cover all important factors to consider when planning.

After completing this topic, you will:

- Be able to create an effective project plan
- Be able to exert greater control over the projects you are involved with.

Duration and format:

- 1 hour and 30 minutes.
- This is an online topic, featuring over an hour of online tutorials, a video and a quiz. This can be conducted in a classroom with an additional, value added discussion section.

Target audience: This is applicable for civil servants of all grades, who are working on a project for the first time or working in project environments

Cost: £55

Location: Newport and Titchfield

For more information on this event (including additional free resources) or to register your interest please email the Learning Academy

Category: Project Delivery

Title: Managing risk, issues and dependencies

Brief description: Risks are a fact of life. They can never be completely avoided; only ever managed and mitigated. Doing this successfully never makes headline news but the opposite is also true. Within a project environment, the challenge lies in understanding where the biggest risks lie and mitigating the causes of those risks, not their potential impact.

Learning Aim and Objectives: This topic will introduce you to the fundamentals of project risk management. You'll learn about risks and issues (the latter being the manifestation of the former), as well as assumptions and dependencies (both of which can become risks). You'll find out how all of these are identified, assessed and managed.

After completing this topic, you will:

- Be able to contribute to risk and issue management processes within a project team
- Ensure that risks, issues and dependencies are correctly monitored and managed
- Ensure the projects you're involved with stand a greater chance of succeeding.

Duration and format:

- 2 hours
- This is an online topic, comprising 2 hours of online tutorials, videos and quizzes. This can be conducted in a classroom with an additional, value added discussion section.

Target audience:

This is applicable for civil servants of all grades, who are working on a project for the first time or working in project environments

Cost: £55

Location: Newport and Titchfield

For more information on this event (including additional free resources) or to register your interest please email the Learning Academy

Category: Project Delivery

Title: Understanding and using business cases

Brief description: With the pressure on government finances, how a business case is put together could be the difference between a programme being progressed or not. This course covers topics relating to the successful design and delivery of a business case in a project environment.

Learning Aim and Objectives: This topic examines how and why business cases are so important within government and the Civil Service. Using best practice, it will cover what needs to be included in a business case to make it more successful.

After completing this topic, you will be able to:

- Develop a compelling business case, as well as be able to distinguish between different types of business and identify their key features
- Work effectively with other business partners to ensure all objectives and key performance indicators are aligned
- Identify how your role supports the collaborative development of business cases

Duration and format:

- 5 hours
- This topic features a variety of learning activities to help you understand the best way to develop a business case. These include case studies and a facilitated workshop.
- Other preparatory work to be completed before the workshop includes online tutorials, self-assessments and videos from the Head of the Civil Service, the Chair of the Public Accounts Committee and colleagues from the Finance, Policy and Project Delivery professions.

Target audience: People new to using or contributing to business cases that require more detailed knowledge of how they are developed, will benefit from this. It is also for managers who want to refresh, improve or enhance their skills in this area or civil servants who want to better understand the impact of business cases on their role.

Cost: £245

Location: Newport and Titchfield

For more information on this event (including additional free resources) or to register your interest please email the Learning Academy

Category: Project Delivery

Title: Outcomes and benefits

Brief description: It is important to understand that the benefits are the entire reason for undertaking a project and that they must therefore remain at the forefront of your mind throughout the lifecycle. You will learn how to identify project outcomes and benefits and how to remain focused on them to get the best results, not just considering them at the beginning and end of a project.

Learning Aim and Objectives: This topic will introduce you to the role of projects in government, helping you to understand what we mean by outcomes and benefits and how these are achieved and realised.

After completing this topic, you will be able to:

- recognise what project benefits are and how they are important throughout its lifecycle
- identify the many different benefits Civil Service projects have
- explain who is responsible for the benefits of a particular project

Duration and format:

- 1 hour 30 mins
- This is an online topic, made up of tutorials, online resources providing information and tools, a video and quiz. There is also an example exercise for you to complete, where you are asked to identify outcomes and benefits of an example project.
- A video of a projects benefit expert from the Infrastructure and Project Authority will give you the benefit of their experiences. A list of top tips and additional learning material will also be available. There is also a quiz for you to complete that tests your understanding of the way projects are run.

Target audience:

This is applicable for civil servants of all grades, who are working on a project for the first time or working in project environments

For more information on this event (including additional free resources) or to register your interest please email the Learning Academy

Category: Project Delivery

Title: APM Project Fundamentals Qualification (PFQ)

Brief description: The APM Project Fundamentals Qualification course follows the syllabus provided by APM, which is built around the APM Body of Knowledge 6th edition. The course provides delegates with a broad understanding of the underpinning tools, techniques and principles that are fundamental to successful project delivery.

Learning Aim and Objectives: To provide delegates with an overview of the tools, techniques and principles used within project environments. You will understand:

- How to differentiate between project management and the operating environment
- How to define the management structure by which projects operate
- How to apply project management planning
- How to describe project scope management
- How to contribute to scheduling and resource management
- How to apply risk management and issue management
- How to define project quality management
- How to manage communication in the project environment
- How to recognise the importance of stakeholder management
- How to explain principles of leadership and teamwork

Duration and format:

2 day intensive course with a multiple choice examination (60 questions, 50% pass rate)

Target audience: For those who wish to gain a broad understanding of the principles of the profession. No prior knowledge or experience is required for this qualification, which will offer the individual the knowledge to make a positive contribution to any project.

Cost: £532

For more information on this event or to register your interest please email the Learning Academy

Category: Project Delivery for the Profession

Title: PRINCE2 Foundation

Brief description: The purpose of the foundation level is to confirm you have sufficient knowledge and understanding of the PRINCE2 method to be able to work effectively with, or as a member of, a project management team working within an environment supporting PRINCE2. The foundation level is also a pre-requisite for the practitioner certification.

Learning Aim and Objectives: To provide delegates with a framework covering the wide variety of disciplines and activities required within a project.

You will understand:

- How to establish a common and consistent approach to project delivery
- How to effectively control the cycle of a project
- How to implement effective review and assurance processes ensuring delivery of plans and business cases
- How to ensure flexible decision points throughout the project, better controlling deviations from the plan
- How to involve management and stakeholders at the right points during the project
- How to establish good communication channels between the project and relevant business areas
- How to develop a means of capturing and sharing lessons learned

Duration and format:

3 day course with a multiple choice examination (75 questions, 50% pass rate)

Target audience: This qualification is aimed at Project Managers and aspiring Project Managers. It is also relevant to other key staff involved in the design, development and delivery of projects, including: Project Board members (e.g. Senior Responsible Owners), Team Managers (e.g. Product Delivery Managers), Project Assurance (e.g. Business Change Analysts), Project Support (e.g. Project and Programme Office personnel) and operational line managers/staff.

Cost: £623

For more information on this event or to register your interest please email the Learning Academy

Category: Project Delivery for the Profession

Title: PRINCE2 Agile Practitioner

Pre-requisites: As of 1st October 2016 in order to take PRINCE2 Agile, a candidate must hold one of the below certifications:

- PRINCE2 Foundation
- Project Management Professional (PMP)
- Certified Associate in Project Management (CAPM)
- IPMA Level A® (Certified Projects Director)
- IPMA Level B® (Certified Senior Project Manager)
- IPMA Level C® (Certified Project Manager)
- IPMA Level D® (Certified Project Management Associate)

Brief description: PRINCE2 Agile® is a solution combining the flexibility and responsiveness of agile with the clearly defined framework of PRINCE2®. PRINCE2 Agile framework covers a wide range of agile concepts, including SCRUM, Kanban and Lean Startup.

Learning Aim and Objectives: To provide delegates with sufficient understanding of how to apply and tailor PRINCE2 Agile in a scenario situation. This course provides guidance on how to apply agile methods to the world's most recognized project management method.

You will understand:

- How to tailor the integrated set of PRINCE2 principles, themes and processes
- How to produce the PRINCE2 management products
- How to map the common agile roles to the PRINCE2 project management team structure
- How to incorporate the fundamental agile behaviours, concepts and techniques into PRINCE2

Duration and format: 3 days with an objective testing examination (50 questions, 60% pass rate)

Target audience: This qualification is aimed at Project Managers and aspiring Project Managers. It is also relevant to other key staff involved in the design, development and delivery of projects, including: Project Board members (e.g. Senior Responsible Owners), Team Managers (e.g. Product Delivery Managers), Project Assurance (e.g. Business Change Analysts), Project Support (e.g. Project and Programme Office personnel) and operational line managers/staff.

Cost: £946

For more information on this event or to register your interest please email the Learning Academy

Category: Project Delivery for the Profession

Title: Managing Successful Programmes (MSP) Qualification (Foundation & Practitioner)

Brief description: Managing Successful Programmes (MSP) best practice guidance comprises a set of **Principles** and a set of **Processes** for use when managing a programme. MSP supports the successful delivery of transformational change through the application of programme management. It is very flexible and designed to be adapted to meet the needs of local circumstances.

The MSP framework is based on three core concepts:

- MSP Principles. These are derived from positive and negative lessons learned from programme experiences. They are the common factors that underpin the success of any transformational change
- MSP Governance Themes. An organization's approach to programme management.
- MSP Transformational Flow. This provides a route through the lifecycle of a programme

Learning Aim and Objectives: To provide delegates with sufficient knowledge and understanding of the MSP guidance to interact effectively with those involved in the management of a programme or act as an informed member of a Programme office team, business change team or project delivery team working within an environment supporting MSP.

You will understand:

- How to establish a common framework for all key parties (client, contractors and stakeholders) within which to work
- How to maintain a strong emphasis on the identification and realization of measurable benefits
- How to ensure strong stakeholder engagement focus ensuring that stakeholders have the opportunity to participate at key stages throughout the life of the programme
- How to establish and maintain clear communication links between governance, the delivery team and the operational teams
- How to establish and manage good governance throughout the lifecycle of the programme

Duration and format:

- 5 days (foundation and practitioner) with an objective testing examination (8 questions, 50% pass rate)
- 3 days (foundation only) with a multiple choice examination (50 questions, 60% pass rate)

Target audience: MSP certification is aimed at current and aspiring programme managers. It is also highly relevant to those who require an understanding of the terminology, principles and themes of MSP, including project managers, business change managers, senior responsible owners and portfolio/programme office personnel.

Cost: £1231

For more information on this event or to register your interest please email the Learning Academy

Category: Project Delivery for the Profession

Title: P3O (Portfolio, Programme and Project Offices) Certification

Brief description: P3O (Portfolio, Programme and Project Offices) brings together a set of principles, processes and techniques to facilitate effective portfolio, programme and project management through enablement, challenge and support structures. These structures can bridge the gap between the strategy/ policy makers and the delivery arm of the organization.

Learning Aim and Objectives: The purpose of P3O is to provide universally applicable guidance that enables individuals and organizations to successfully establish, develop and maintain appropriate business support structures

You will understand:

- How to inform senior management decision-making on such things as strategic alignment, prioritisation, risk management and optimisation of resource to successfully deliver their business objectives
- How to identify and realise business outcomes and benefits via programmes
- How to successfully deliver project outputs that enable benefits within time, cost and quality restraints.

Duration and format:

- 5 days (foundation and practitioner) with an objective testing examination (4 questions, 50% pass rate)
- 3 days (foundation only) with a multiple choice examination (75 questions, 50% pass rate)

Target audience: P3O certification is aimed at individuals fulfilling management, functional or generic roles within a portfolio/programme/project support office environment aligned to P3O. Naturally, it also applies to those aiming to establish a new support office environment based on the P3O framework.

Cost: £1071

For more information on this event or to register your interest please email the Learning Academy

Category: Induction

Title: Corporate Induction

Brief Description: This one day workshop gives new entrants to ONS all the information they need to work safely on site and an awareness of the policies and procedures of ONS.

Learning Aim and Objectives:

By the end of the course you will:

- know more about ONS
- be aware of ONS Security and Health and Safety policies and procedures
- have an understanding of other key policies that affect you as an employee, and know where to find them
- have met staff from some key business areas
- have met other new entrants
- have had the opportunity to ask any questions

Duration and Format:

- One day
- Classroom session

Target audience: This course is mandatory for all new starters (excluding contractors, agency staff and contingency staff)

Date: Monthly

Cost: Free

Location: Newport, Titchfield and London

Category: Induction

Title: Corporate Induction for Contractors, Agency staff and Contingency workers

Brief Description: This course is designed to welcome contractors to ONS and ensure that they have all of the information necessary to work safely onsite.

Learning Aim and Objectives:

By the end of this course you will:

- Know more about ONS
- Be aware of ONS Security and Health and Safety policies
- Have met staff members from some key areas
- Have met other contractors
- The opportunity to ask questions

Duration and Format:

- 1/2 day
- Classroom session

Target audience: This course is mandatory for contractors, agency staff and contingency staff if their contract is longer than three months or longer

Date: Monthly

Cost: Free

Location: Newport, Titchfield and London

Category: Mandatory learning

Title: Responsible for information

Brief Description: Designed for anyone who handles information and needs to share and protect it, this online learning covers the government security classifications and introduces you to aspects of fraud and bribery.

The course is divided into 6 topics and ends with an assessment. You will need to pass this course with a score of 80% or more to be able to add it to your civil service learning record.

Learning Aim and Objectives: On completing this learning, you will understand:

- how to protect information in the workplace, on the move and online
- the impact of fraud and how to spot it and report it
- how bribery can occur and its consequences

Duration and Format:

- 90 mins
- Online learning

Target audience: All staff

Other information: Must be completed annually

Cost: Free

Location: Newport, Titchfield and London

Category: Mandatory learning

Title: Unconscious bias

Brief Description: This course helps you to understand unconscious bias and how it affects attitudes, behaviours and decision-making.

This course is particularly useful if you are a line manager. You learn practical techniques that will help you reduce the impact of unconscious bias and so, ultimately, create a more inclusive and diverse team.

This course ends with an assessment. You need to pass with a score of 80% or more to be able to add it to your civil service learning record.

Learning Aim and Objectives:

On completion, you'll understand:

- what unconscious bias is - the concepts and the theory
- how unconscious bias can influence attitudes and behaviours
- how unconscious bias can shape personal and group decision-making and have an impact on people management processes (such as recruitment, performance management, development, reward and promotion), organisational culture and business performance
- which techniques to use to help you identify, challenge, prevent and remove areas of unconscious bias in the workplace

Duration and Format:

- 1 hour
- Online learning

Target audience: All staff

Other information: Must be completed annually

Cost: Free

Location: Newport, Titchfield and London

Category: Mandatory learning

Title: Health and safety awareness for all staff

Brief Description: Everyone needs to be able to identify, manage and control health and safety risks in the workplace.

Learning Aim and Objectives:

On completing this e-learning, you'll understand:

- what is meant by health and safety and why it is important
- how to maintain a safe and healthy working environment
- the health and safety roles and responsibilities of colleagues, for example, line managers and trade union safety representatives

Other information: This course must be completed every three years.

Duration and Format:

- 1 hour
- Online learning

Target audience: This is for all staff, although if you are a line manager then you should complete 'Health and safety awareness for managers' instead.

Cost: Free

Category: Mandatory learning

Title: Health and safety awareness for managers

Description: This course helps you understand your duties and responsibilities under health and safety law and gives you the information you need to effectively manage and improve health and safety in your area.

Learning Aim and Objectives:

On completing this e-learning, you'll:

- be familiar with the key pieces of health and safety legislation and how they affect you
- understand the health and safety risks staff face and how to manage them
- know how to promote a positive health and safety culture
- be aware of the laws for accident reporting and investigation

Other information: This course must be completed every three years.

Duration and Format:

- 1 hour
- Online learning

Target audience: This is for managers

Cost: Free

Category: Mandatory learning

Title: Equality and Diversity essentials

Description: Providing both an introduction to workplace diversity and an overview of equality legislation, this course includes practical activities designed to advance equality and inclusion and improve customer service.

You must complete all the topics in this e-learning (including 'Next steps') and pass the assessment with a score of 80% or more.

Learning Aim and Objectives:

By the end of this course, you'll understand:

- the meaning and importance of equality and diversity
- the main features of equality legislation
- the benefits of equality and diversity and what they mean for the Civil Service
- your own role and responsibilities in creating an inclusive working environment and in meeting the needs of diverse customers
- the different types of inappropriate behaviour, language and bias, and how to deal with them

Other information: This course must be completed every three years.

Duration and Format:

- 1 hour
- Online learning

Target audience: All staff

Cost: Free

Category: Mandatory learning

Title: Basic Fire Awareness

Description: Designed for all staff, this course provides a basic knowledge of fire prevention in the office and the dangers of fire.

There is no certificate for this course.

Learning Aim and Objectives:

On completion, you'll be able to:

- prevent and minimise the risk of fire by applying the principles of the 'fire triangle'
- react appropriately on discovering a fire or hearing a fire alarm
- take the correct action to protect yourself and others from the effects of smoke and fire
- understand which is the most suitable extinguisher to use on a particular type of fire
- identify potential fire hazards in the office and know how best to deal with them

Other information: This course must be completed every three years.

Duration and Format:

- 35 mins
- Online learning

Target audience: All staff

Cost: Free

Category: Mandatory learning

Title: Performance management

Description: This onlearning is recommended for new line managers but is suitable for everyone, either as a refresher or as a foundation in effective performance management. It works with any performance management system and should be used alongside your departmental policy, procedures and guidance on performance management.

Learning Aim and Objectives: On finishing this e-learning, you'll understand performance management and the annual cycle, and how to:

- set objectives
- have constructive conversations
- make performance discussions effective
- manage dips in performance
- manage development needs

Other information: This course must be completed every two years.

Duration and Format:

- 2 hour
- Online learning

Target audience: This is for all staff, although if you are a line manager then you should complete 'Health and safety awareness for managers' instead.

Cost: Free

Category: Career Development

Title: Career conversations

Brief description: A one hour conversation with a career advisor to give you the opportunity to look at what you want to get out of your career, identify your skills gaps, and create an action plan for completing those skills gaps.

Learning Aim and Objectives: To provide an opportunity for attendees to discuss career development with an expert from their desired profession.

The purpose of this session is to:

- Pass on knowledge from profession experts to attendees who wish to develop their careers
- Encourage people to examine their skills and skills gaps
- Provide suggestions for people to help fill their skills gaps
- Give an opportunity for more experienced members of staff to develop themselves through acting as career advisors
- Generate a positive culture of career development across ONS

Duration and Format:

- One day
- One to one session

Target audience: all staff

Date: Quarterly

Cost: Free

Location: Newport, Titchfield and London

Category: Career Development

Title: CV Writing

Brief description: This course is designed to provide learners with the most up to date techniques and skills in CV preparation and self-marketing strategies, update your CV with relevant skills and help identify how to make the most of experience and knowledge, making you stand out from the crowd.

Learning Aim and Objectives:

To enable attendees to write a good CV.

By the end of the workshop, delegates will be able to:

- Write a CV that demonstrates your skills and experience
- Understand the importance of writing a bespoke CV tailored to the post
- Know what employers are looking for in a CV

Duration and Format:

- 1/2 day
- Classroom session

Target audience: All staff applying for posts both inside of and outside of ONS

Date: Quarterly

Cost: Free

Location: Newport, Titchfield and London

Category: Career Development

Title: Interview Techniques

Brief Description: This course is designed to help you perform at your best during an interview. It's about creating a favourable first impression and giving you the best possible chance of being offered the role.

Learning Aim and Objectives: This session explores the interview structure and how you can make an impactful impression from the outset.

By the end of the workshop you will:

- Be the best interviewee you can possibly be
- Help the Civil Service secure the best possible pool of internal applicants for each available role
- Improve your chances of a long, varied and fulfilling career

Duration and Format:

- 3 hours and 30 mins
- Classroom session

Target audience: All staff applying for posts both inside of and outside of ONS

Date: Quarterly

Cost: Free

Location: Newport, Titchfield and London

Category: Career Development

Title: Pre-retirement

Brief Description: This topic highlights and explores the broad range of lifestyle and financial considerations that emerge when you retire.

Learning Objectives:

This course will ensure you:

- Identify and prioritise those aspects of retirement which concern you the most
- Consider the personal implications of retirement and the impact it may have on your relationships, home life and health

Duration and Format:

- One day
- Classroom session

Target audience: All staff considering their retirement options

Date: every 6 months

Cost: Free

Location: Newport, Titchfield and London

Category: Health and Safety

Title: Smart DSE training

Brief Description: Completing a DSE assessment is a mandatory part of the induction into ONS, and usually the H&S team aim for all new staff to complete a DSE assessment within 12 weeks of their start date. This training will provide delegates with the knowledge and awareness of what to look for when conducting a DSE assessment, and permits attendees to conduct their own assessment at the desk. In a world where technology is on the rise, and there is more and more call for smart working across the organisation; the use of portable equipment when smart working is covered in this training session to instruct portable equipment users how to remain "DSE compliant" by conducting a dynamic self-assessment.

Learning Aim and Objectives:

This course will ensure you:

- Gain a good understanding of how to use display screen equipment
- Know how to complete an online DSE assessment
- Conduct dynamic DSE assessments when smart working

Duration and Format:

- 90 mins
- Classroom session

Target audience: This course is mandatory for all new starters (including contractors, agency staff and contingency staff). This course is recommended to staff who are embarking upon smart working.

Date: Monthly

Cost: Free

Location: Newport, Titchfield and London

Category: Health and Safety

Title: First Aid qualification

Brief Description: Having a qualified first aider in the office isn't just a legal requirement. Employees also find it highly reassuring to work in a place where medical emergencies can be dealt with promptly and efficiently. This topic is aimed at anyone who wants to be either an accredited first aider or the appointed person who oversees first aid arrangements. This learning is delivered by the British Red Cross.

Learning Aim and Objectives:

By the end of this course you will:

- receive your First Aid at Work certification, which is valid for 3 years
- know how to treat injuries and medical conditions such as breaks, sprains, burns, poisoning and eye injuries
- know the correct procedures for handling major incidents involving heart attacks, strokes, epilepsy, asthma and diabetes

Duration and Format:

- 3 days
- Classroom session

Target audience: employees who are part of an organised first aid scheme or who are eligible through an assessment of their first aid needs. Please consult with your line manager to understand the arrangements in your area.

Date: as necessary

Cost: Free

Location: Newport, Titchfield and London

Category: Health and Safety

Title: First Aid re-qualification

Brief Description: If you're a qualified first aider, your qualification lasts for 3 years. This topic, approved by the Health and Safety Executive, will refresh your first aid knowledge and skills as well as renewing your qualification for a further 3 years.

This course is delivered by the British Red is suitable for anyone who holds a current First Aid at Work certificate that is due to expire shortly. You should renew your qualification within a month of your certificate expiring.

Learning Aim and Objectives:

After completing this course, you will:

- renew your First Aid at Work certification for a further 3 years
- refresh your knowledge of dealing with injuries and medical conditions such as bone injuries, poisoning, burns, anaphylactic shock, heart attacks and strokes

Duration and Format:

- 2 days
- Classroom session

Target audience: employees who are part of an organised first aid scheme or who are eligible through an assessment of their first aid needs. Please consult with your line manager to understand the arrangements in your area.

Date: as necessary

Cost: Free

Location: Newport, Titchfield and London

Category: Health and Safety

Title: Evac+ chair training

Brief Description:

This training will provide practical instruction and training in the use of the evacuation chairs that we have in the stairwells of our fire towers in Newport. The aim of the session is to provide the Personal Emergency Evacuation Plan (PEEP) assistants enough knowledge and experience to use the evacuation chairs in an emergency.

Learning Aim and Objectives:

On completion, attendees of this course will:

- Understand how to use Evac+ chairs to safely evacuate those who need assistance
- Have practiced using the Evac+ chairs

Duration and Format:

- 1 day
- Classroom session

Target audience: employees who are volunteer PEEP assistants. Please consult with your line manager to understand the arrangements in your area.

Date: as necessary

Cost: Free

Location: Newport, Titchfield and London

Category: Health and Safety

Title: Fire warden training

Brief Description: The Regulatory Reform (Fire Safety) Order 2005 came into effect on the 1st April 2006 and places greater responsibility on the employer to make the correct fire arrangements – including Fire Training and Fire equipment.

This course is approved by the Institution of Fire Engineers and can help you protect your staff and business from the devastation caused by fire.

Learning Aim and Objectives:

At the end of this course you'll understand:

- Action on discovering a fire
- Common causes of fire
- Fire drills and evacuation
- Fire safety legislation
- Fire safety precautions
- The role of fire marshal
- Using fire extinguishers

Duration and Format:

- 4 hours
- Classroom session

Target audience: In order to attend this training you must first approach your site Health and Safety practitioner to register your interest in becoming a fire warden.

Date: as necessary

Cost: Free

Location: Newport, Titchfield and London

Category: Leadership Development

Title: G7 & G6 Leadership Development Programme 2016/17 - Leading Successful Change

Brief description: The aim of this event is to equip our senior management community with clear insights and skills for leading and managing change successfully.

Learning outcomes:

By the end of this event participants will:

- have identified the full impact of change on individuals and the appropriate response at the key stages of the change process;
- appreciate how to enable people to work at the edge of their competence;
- have built on their awareness of themselves as a change leader;
- be able to draw upon a bank of practical and proven methodologies for leading and managing change;
- have developed a personal action plan for progressing change across the organisation.

Method of Delivery: An immersive residential programme which includes tutor-led delivery, a keynote speaker, self-assessment diagnostics and practical exercises.

Target audience: G7 & G6 staff (including those on TP at the time of the programme)

Event length: Two-day residential programme at Penyard House, Ross-on-Wye delivered over three days and a non-residential event run as two full days at Newport and Titchfield site. Event dates are available January 2017 to July 2017.

Cost: Costs for accommodation are met by the Corporate Training budget. Where places are cancelled there may be a charge to the business area if a replacement cannot be found.

How to register your interest: Check availability via Eventbrite or contact the Leadership Development and Talent team for more information.

Category: Leadership Development

Title: Academi Wales: Wales Public Service Summer School

Brief description: Summer School is an intensive learning experience bringing together leaders and managers from across the public and third sector in Wales each year to address key issues on a specific leadership topic. *Please note that the summer school also features on the Manager to Leader Pathway.*

Accredited: All Summer School delegates have the opportunity to accredit their learning towards a Postgraduate Diploma in Professional Practice.

Learning outcomes: The theme and specific learning outcomes for Summer School change each year. Summer School provides the opportunity for people to work across boundaries and cultures to better understand each other and how they will become more effective 21st century leaders.

Method of Delivery: An immersive residential event which includes workshops, keynote speakers and coaching.

Target audience: G7 & G6 staff from across the public and third sector in Wales

Event length: Five-day residential programme usually delivered at University of Wales, Trinity Saint David Lampeter.

Cost: £500 +VAT which covers a contribution to learning costs for the event. The cost of accommodation and food is fully subsidised but delegate's travel costs will not be met by the programme. Costs are met by the appropriate business area.

How to register your interest: The application process usually launches around February with the programme running around June. The programme is run by Academi Wales and timings can change. Contact the Leadership Development and Talent team for more information.

Category: Leadership Development

Title: Academi Wales: Wales Public Service Winter School

Brief description: Winter School brings together Chief Executives, Executive Directors and Wales' most senior leaders to take part in an intensive programme of development each year to address key issues on a specific leadership topic.

Accredited: No

Learning outcomes: The theme and specific learning outcomes for Winter School change each year. Winter School offers a platform for those individuals seeking to improve and refresh their skills as leaders and gain insight into cutting edge leadership practices. Participants will explore innovative ways to 'deliver the business', using a wealth of global knowledge and experience.

Method of Delivery: An immersive residential event which includes workshops, keynote speakers and coaching.

Target audience: SCS PB1 staff from across the public and third sector in Wales

Event length: Four-day residential programme usually delivered at Nant Gwrtheyrn, Gwynedd in North Wales.

Cost: £500 +VAT which covers a contribution to learning costs for the event. The cost of accommodation and food is fully subsidised but delegate's travel costs will not be met by the programme. Costs are met by the appropriate business area.

How to register your interest: The application process usually launches around November with the programme running around February. The programme is run by Academi Wales and timings can change. Contact the Leadership Development and Talent team for more information.

Category: Talent Development

Title: High Potential Programme

Brief description: The High Potential Programme is our first corporate offering which aims to develop talented Grade 7 and Grade 6 staff with the potential, ability, engagement and aspiration for more senior leadership roles.

Learning outcomes:

Through this programme participants will:

- hone their communication skills;
- understand what is expected of mid-tier leaders across a range of different organisations;
- become more confident and capable at networking and creating connections;
- be more skilful in leading people through change;
- build greater insight into their own leadership style and how they can get the best out of their team;
- embed a variety of tools and techniques within their leadership practice.

Method of Delivery: The Whitehall and Industry Group (WIG) will deliver the programme using a modular and blended learning approach. It includes development through experiential learning in partnership with other organisations, underpinned by a series of core modules which will include practical workshops, diagnostic exercises and project based learning.

Target audience: High potential G7 & G6 staff

Event length: Modular programme delivered April 2017 to November 2017.

Cost: Free

How to register your interest: The application process for the pilot programme will launch March 2017 with the first programme module delivered April 2017. For information about future opportunities contact the Leadership Development and Talent team.

Category: Talent Development

Title: Civil Service High Potential Stream: High Potential Development Scheme

Brief description: The High Potential Development Scheme is a cross-government scheme for high potential Directors, which aims to accelerate the development of those with the greatest potential to progress to Director General, and potentially beyond that to Permanent Secretary.

Method of Delivery: The programme includes a number of pre-set core elements, mixed with a programme of development tailored to each cohort's specific needs. Participants benefit from reflecting on and exploring their careers and development requirements, as well as the opportunity to learn from each other.

Target audience: High Potential Directors (SCS PB2)

Event length: 2 year programme

Cost: Costs available on application.

How to register your interest: The departmental nomination stage usually launches around October with the programme launch the following April. Contact the Leadership Development and Talent team for more information.

Category: Talent Development

Title: Civil Service High Potential Stream: Senior Leaders Scheme

Brief description: The Senior Leaders Scheme is a cross-government scheme for high potential Deputy Directors which aims to accelerate the development of the pipeline of future leaders for Director roles to generate a stronger succession plan.

Method of Delivery: The scheme provides learning and development for individuals through development modules, stretch assignments and corporate challenges, action learning sets, exposure to different sectors through organisational visits and secondments, building a leadership network and access to executive coaches.

Target audience: High Potential Deputy Directors (SCS PB1)

Event length: 1 year programme

Cost: Costs are available on application.

How to register your interest: The departmental nomination stage usually launches around June with successful applicants notified around November. The process is run centrally and timings can change. Contact the Leadership Development and Talent team for more information.

Category: Talent Development

Title: Civil Service High Potential Stream: Future Leaders Scheme

Brief description: The Future Leaders Scheme is a cross-government scheme for talented and high potential Grade 7 and 6 staff who have the potential and aspiration to reach the Senior Civil Service.

Method of Delivery: The scheme provides learning and development for individuals through development modules, stretch assignments and corporate challenges, group experimentation sets, secondment opportunities, building a leadership network and a series of executive coaching sessions.

Target audience: High Potential Grade 7 and 6 staff

Event length: 1 year programme

Cost: Costs are available on application.

How to register your interest: The departmental nomination stage usually launches around June with successful applicants notified around November. The process is run centrally and timings can change. Contact the Leadership Development and Talent team for more information.

Category: Aspiring Managers Pathway

Title: Self Confidence

Brief description: Impostor syndrome exists when you think it's only a question of time before someone discovers that you aren't up to the job.

Almost all 'white collar' workers suffer from impostor syndrome at some stage in their working lives. Interestingly, most of us who have suffered from it think that we're the only ones.

Confidence is impostor syndrome writ large. We look at other people and wish we had as much as them but, more often than we imagine, they are looking at us and thinking much the same.

Recognising how others are feeling is just one of many techniques we can use to grow our confidence and so be able to achieve things and have an impact that we would have previously considered beyond us.

And once we're on a confidence-boosting roll it gains a momentum of its own. You'll be watching out for arrogance soon enough.

Learning outcomes:

In 90 minutes you will have:

- Recognised what increases your confidence and what destroys it
- Identified ways to spot and get the maximum benefit from personal confidence boosters
- Discovered ways to avoid or reduce the impact of confidence zappers, especially when they hit you by surprise
- Learn to appreciate your strengths and built a profound confidence in them, and yourself
- Uncovered a new approach to managing and building your inner confidence, day in, day out

Method of Delivery: Tutor led

Event length: 90 minutes

Target audience: AO to SEO

Cost: Free

Category: Aspiring Managers Pathway

Title: Assertiveness

Brief description: This topic is designed to help you discover what assertive behaviour looks like and the skills you can develop to become more assertive. You'll investigate the impact of assertiveness on your day-to-day working life as well as the most typical barriers to being assertive.

The learning activities will help you determine where you currently stand on the 'assertiveness continuum' and identify the emotional triggers which affect your behaviour. You'll also understand how you come across to different people in different situations and how you can begin to stretch and flex your personal style in response.

Learning outcomes:

After completing this topic, you will:

- recognise different behaviours and have strategies to deal with them;
- have greater confidence to communicate your ideas;
- have greater influence around the workplace.

Method of Delivery: Workshop with some online preparation

Target audience: AA to G6

Event length: 3 hours

Cost: Free

Category: Aspiring Managers Pathway

Title: Personal Impact

Brief description: This e-learning teaches you how to communicate in a persuasive and assertive manner. Topics covered include emotional intelligence (understanding how you react to certain situations and knowing how to adjust your style), strategies for improving your self-awareness and self-management skills, and techniques for building your confidence. You will also discover how to use confident communication behaviours (such as body language) to increase your influence.

Learning outcomes:

By the end of this e-learning, you will be able to:

- Identify the elements of confident communication;
- Recognise how trust, credibility and rapport enhance interpersonal communication;
- Develop the ability to identify, assess, and deal effectively with emotions.

Method of Delivery: E-learning

Target audience: AA to Grade 6

Event length: 1 hour

Cost: Free

How to register your interest: Contact the Learning Academy

Category: Aspiring Managers Pathway

Title: Running Effective Meetings

Brief description: Enduring an unproductive or pointless meeting is something we've probably all experienced at some time. The real frustration is that, when conducted properly, meetings are an excellent vehicle for communicating, planning and making decisions. If they fail to deliver on these points, it is typically down to poor planning from the organiser or poor behaviour from the participants.

This topic shows you how to plan, run and conclude a range of different meetings. You'll learn the value of having a clearly defined purpose for each meeting and consider how you go about determining that purpose. As well as lack of purpose, you'll learn about the other typical causes of poor meetings – such as a lack of structure, accountability or having the 'wrong' people attend – and how these can be addressed.

You'll also be given practical tips and techniques for dealing with challenging behaviours and attitudes.

Learning outcomes:

After completing this topic, you will:

- know how to determine whether a meeting is actually needed;
- be clear on both the purpose of a meeting and every participant's role, ensuring that meeting objectives are met;
- feel confident in dealing with challenging situations if they arise.

Method of Delivery: Workshop

Target audience: AA to G6

Event length: ½ day

Cost: Free

How to register your interest: Contact the Learning Academy

Category: Aspiring Managers Pathway

Title: Influencing Skills

Brief description: Effective influencing skills are critical if you want to build successful relationships. Your influence is a measure of your ability to affect other people's attitudes, beliefs and behaviours without using force or formal authority.

At work, the groups you may want to influence might include customers, colleagues and management.

This 3 hour workshop increases your awareness of those groups' different perspectives and how this should inform your own influencing behaviour.

Learning outcomes:

After completing this topic, you will be able to:

- communicate more persuasively;
- understand the different styles of influencing;
- adapt your behaviour.

Method of Delivery: Workshop

Target audience: EO to Grade 6

Event length: 3 hours

Cost: Free

How to register your interest: Contact the Learning Academy

Category: Aspiring Managers Pathway

Title: Applying for Jobs

Brief description: In an organisation as large as the Civil Service, new roles and vacancies are always becoming available. However, making the most of these opportunities requires more than simply submitting your CV. From identifying the best opportunities and understanding the application process, through to making your application stand out, there are plenty of factors which will determine whether you succeed.

This topic is designed to help you present yourself at your absolute best when applying for another Civil Service role. You'll learn how to be alerted to new roles as they become available and what you'll need to do in the application process. You'll be introduced to the various assessment and selection methods which may be used within that process. Being able to evidence your strengths, competencies and transferable skills in a way which relates directly to the job specification will also be covered.

Learning outcomes:

After completing this topic, you will:

- be confident in putting yourself forward for new roles, even those outside of your grade and department;
- improve your chances of securing your next role.

Method of Delivery: Workshop

Target audience: AA to Grade 7

Event length: 2 hours 30 minutes

Cost: Free

How to register your interest: Contact the Learning Academy

Category: New Managers Pathway

Title: Buddy to Boss

Brief description: You were their friend but now you're their boss. Find out how to take charge and yet still be best of friends, even if they think they should have had your job instead.

When people were asked: 'What would worry you most about taking on your boss' job?' the most common answer was: 'Managing my friends'.

In a world of 'them and us', becoming a 'them' could sound the death knell for being one of us. Equally, stay too 'matey' and we're not doing any leading at all. The magic lies in redefining the relationship so that we can work well together and still remain on the best of terms. Easier said than done; which is why this Workout reveals how it's done. In particular how to:

- counter the saboteurs, especially if they think they should have got your job;
- stay true when the going gets tough, which it will;
- win allies round who will reinforce you in your new role;
- spot role models and find mentors.

Learning outcomes:

In 90 minutes you will have:

- explored how you want the relationship to work;
- examined a range of techniques to establish your position without offending your friends;
- uncovered tactics to deal with the rough ride new managers can get;
- made a plan on how to make the move.

Method of Delivery: Workshop

Target audience: Aimed at those who may be stepping into a role where they are now managing a friend or previous team colleague, or a previous competitor for the same role

Event length: 90 minutes

Cost: Free

How to register your interest: Contact the Learning Academy

Category: New Managers Pathway

Title: Objective Setting

Brief description: This 3-hour workshop will help you, as a line manager, to have structured and useful objective-setting conversations with your team members.

Good objectives give structure to performance conversations throughout the year and can help motivate people, and encourage better performance. By setting specific objectives, you'll get more engagement from your team and help to motivate them to achieve their goals.

During this workshop you will work with others to develop and practise your objective-setting skills, using practical scenarios and a range of exercises and discussions. The focus will be on helping you to apply these skills when you return to your workplace.

Learning outcomes:

On completing this workshop, you'll know how to:

- Create SMART (specific, measurable, achievable, relevant and time-phased) objectives with the people you manage;
- Agree stretching objectives that are motivating, and help your team member to develop;
- Help your team members to understand how their own objectives contribute to those of the team and department;
- Share with your team what good looks like.

Method of Delivery: Workshop

Target audience: AA to G6

Event length: 3 hours

Cost: Free

How to register your interest: Contact the Learning Academy

Category: New Managers Pathway

Title: Giving Feedback

Brief description: This three-hour workshop is a valuable learning opportunity for Line managers. It will provide them with useful tools and the skills needed to share feedback and have successful conversations with the people they manage.

Giving and receiving feedback helps people to build authentic and trusting relationships in the workplace and get the best out of each other. Feedback is crucial in developing people and raising awareness of what they do well and how they can get better.

Learning outcomes:

On completing this workshop, you'll know how to:

- have positive conversations with team members that enables development needs to be identified;
- be clear about what good looks like when giving feedback;
- stretch your style in giving feedback, and create a desire for development in your direct reports.

Method of Delivery: Workshop

Target audience: AA to G6

Event length: 3 hours

Cost: Free

How to register your interest: Contact the Learning Academy

Category: New Managers Pathway

Title: Delegation

Brief description: Delegation is about achieving through other people what you can't achieve by yourself. Not everyone is a natural delegator though. Some of us struggle to let go; others pass off responsibility too easily.

It's an important management skill; smoothly handing over responsibility while retaining accountability. Done properly, it frees up time to focus on our main objectives. But it's not just about us. Delegating the right work at the right time also means empowering team members by showing faith in their capabilities.

This topic will show new managers how to delegate, and support more experienced managers who want to refresh their skills or deal with a specific challenge.

Learning outcomes:

After completing this topic, you will:

- know how to allocate work to make best use of available resources;
- understand what's appropriate to delegate and who to delegate to;
- be able to develop the skills of the people around you.

Method of Delivery: Workshop with some online preparation

Target audience: EO to Grade 6

Event length: 3 hours 30 minutes

Cost: Free

How to register your interest: Contact the Learning Academy

Category: New Managers Pathway

Title: Employee Engagement

Brief description: This e-learning explains the benefits you can gain from building engagement within your team. You'll understand what engagement is and how to gauge it, as well as how to recognise the signs of disengagement.

As you work through the 5 different team scenarios, you'll see how, by promoting engagement, you can encourage your team to enjoy their work and take a genuine interest in achieving the team's objectives.

After completing this course, it may take up to 24 hours for your learning record to be updated.

Learning outcomes:

This e-learning will help you to:

- understand how engagement can contribute to the performance of your team and organisation;
- help you identify the current engagement levels in your team;
- make use of tools and techniques to build engagement;
- measure the progress your team is making to improve engagement;
- recognise the challenges you'll face during difficult times, and how to maintain and improve engagement.

Method of Delivery: E-learning

Target audience: AA to SCS

Event length: 45 minutes

Cost: Free

How to register your interest: Contact the Learning Academy

Category: New Managers Pathway

Title: Managing Change Tool-kit

Brief description: Understanding and effectively managing change is an essential requirement for all managers. This practical online toolkit, kindly provided by the Home Office, comes in the form of e-learning along with a host of quick guides on key change-related topics.

Please note that we have retained the examples and references to the Home Office but the lessons they illustrate relate perfectly well to any organisational setting. This toolkit is suitable for all but is particularly relevant to first-line and middle managers and those tackling difficult people issues in relation to change.

Learning outcomes:

This a general resource covering the following topics:

- Planning
- Stakeholder analysis
- Anticipating reactions
- Resistance to change
- Generating enthusiasm
- Managing up and down
- Communicating change
- Running a meeting
- One-to-one meetings
- Managing the transition
- Maintaining morale
- Handling conflict

Method of Delivery: E-learning

Target audience: EO to Grade 6

Event length: 2 hours

Cost: Free

How to register your interest: Contact the Learning Academy

Category: New Managers Pathway

Title: Presenting Confidently

Brief description: Having to give a presentation at work is something many people find uncomfortable. However, presentations - delivered confidently and articulately - are an important tool in being able to communicate effectively.

Once you start thinking of anything from one-to-one discussions through to job interviews as a presentation, the value of strong presentation skills becomes clearer.

This all-day workshop offers you the opportunity to prepare a presentation, deliver it and then improve upon it.

Learning outcomes:

After completing this topic, you will be able to:

- appreciate the importance of communication skills;
- know how best to deliver a presentation;
- handle questions more confidently.

Method of Delivery: Workshop

Target audience: EO to HEO

Event length: 1 day

Cost: Free

How to register your interest: Contact the Learning Academy

Category: New Managers Pathway

Title: Developing People

Brief description: One of the most important responsibilities of any manager is to develop the skills and capabilities of the people around you. The success of your team and the entire organisation can depend on everyone being able to realise their full potential.

This online topic is suitable for first-time managers or for anyone returning to a management role. It will help you understand your role in developing the individuals in your team.

You'll be introduced to the 3 core components of the development process – assessing an individual's development needs, identifying opportunities for development and supporting the individual through that development process. Attention will also be paid to how coaching and feedback skills can contribute to a team member's successful development.

Learning outcomes:

After completing this topic, you will be able to:

- appreciate how people learn and develop;
- identify the development needs of your team members;
- help team members achieve their full potential.

Method of Delivery: E-learning

Target audience: EO to SEO

Event length: 80 minutes

Cost: Free

How to register your interest: Contact the Learning Academy

Category: New Managers Pathway

Title: Building Inclusive Teams

Brief description: This 1 day workshop will help you understand how an inclusive team is one that feels safe to work in and can cope with creative conflict. The learning activities are designed to underline the importance of personal authenticity in creating that safe environment – i.e. acting as a role model, demonstrating trust in your colleagues and making them feel valued for who they are as much as what they know or do.

Being able to embrace diversity for the good of your team will require you to put aside your own unconscious preferences.

This topic is designed for managers and can be combined with 'Unconscious bias' and 'Equality and diversity essentials'.

Learning outcomes:

After completing this topic, you will:

- recognise the factors that negatively impact your team;
- be able to manage and think more inclusively;
- apply techniques to improve the culture in your workplace.

Method of Delivery: Workshop

Target audience: EO to SEO

Event length: 1 day

Cost: Free

How to register your interest: Contact the Learning Academy

Category: New Managers Pathway

Title: Dealing with Common Meeting Problems

Brief description: This e-learning resource shows you how to measure the effectiveness of your meetings, and how to intervene appropriately during meetings to get back on track when specific problems arise. It explores numerous cases involving lack of civility and decorum, poor productivity, and unbalanced participation, and equips you with strategies for handling these problems.

Finally, this e-learning resource surveys the unique challenges of the virtual meeting format, and provides guidelines for getting the most out of your virtual meetings in spite of these challenges.

Learning outcomes:

By the end of the course you will be able to:

- identify best practices for evaluating the effectiveness of your meetings;
- recognise statements that represent best practices for intervening in a meeting;
- match decorum problems to appropriate responses;
- recognise the best approaches for dealing with a given productivity problem in a meeting;
- recognise how to intervene appropriately to balance participation in a meeting;
- determine appropriate interventions for addressing the problems in a meeting scenario;
- recognise which common problems of virtual meetings are likely to be reduced by specific actions.

Method of Delivery: E-learning

Target audience: AA to SCS

Event length: 1 hour

Cost: Free

How to register your interest: Contact the Learning Academy

Learning Academy Directory: **Management Pathways**

Category: New Managers Pathway

Title: Attendance Management

Brief description: Poor attendance can be costly. It can affect team performance, productivity, morale and even retention. Just as costly can be 'presenteeism', when employees come to work but are not productive due to illness or injury. As a manager, you have a big part to play in tackling these issues and minimising the loss of performance that they lead to.

You also have a duty of care to your team members, meaning you'll need to know how to support employees who are struggling with long-term health issues or who are preparing to return to work after an extended period away. This topic will guide you in how to do all of this, as well as outlining when you might need to resort to formal procedures to address poor attendance.

Learning outcomes:

After completing this topic, you will:

- be clear on the policies and procedures which apply to attendance management;
- be able to conduct effective discussions on unsatisfactory attendance;
- be able to support team members in flexible working arrangements, knowing when to exercise discretion in dealing with any particular attendance management situation.

Method of Delivery: E-learning

Target audience: EO to Grade 6

Event length: 2 hours 10 minutes **Cost:** Free

How to register your interest: Contact the Learning Academy

Category: New Managers Pathway

Title: Conducting High Quality Conversations

Brief description: Conversations that focus on giving feedback, discussing personal issues or addressing inappropriate behaviour all have the potential to take a turn for the worse.

Being able to conduct a constructive, productive conversation depends on being able to recognise and control negative emotions.

This 3 hour workshop takes you through real-life conversations and introduces you to techniques to deal with different situations.

Learning outcomes:

After completing this topic, you will be able to:

- plan and prepare better for productive conversations;
- listen and ask questions more effectively;
- manage the emotions which may be in play on both sides of the conversation.

Method of Delivery: Workshop

Target audience: EO to Grade 6

Event length: 3 hours

Cost: Free

How to register your interest: Contact the Learning Academy

Category: New Managers Pathway

Title: Managing a Digital Environment

Brief description: Digital technologies are developing at such a rate that it can often be hard for us all to keep up. However, becoming 'digital by default' is a critical Civil Service initiative. This means our middle managers need to be aware of and comfortable with these technologies and able to encourage their teams to make best possible use of them.

This topic covers current digital trends, being comfortable with digital change, assessing your team's digital capability and considering how it can be improved. You'll be encouraged to think about the part your team can play in accelerating the move to being more digital as well as your personal responsibility for rolling out new digital innovations.

Learning outcomes:

After completing this topic, you will:

- have established how technology can make a difference to your team's working practices;
- be able to promote the value of a digital culture where a distinction between digital and non-digital employees no longer exists;
- inspire your team to be more confident when using digital tools.

Method of Delivery: Workshop

Target audience: HEO to Grade 6

Event length: 6 hours

Cost: Free

How to register your interest: Contact the Learning Academy

Category: New Managers Pathway

Title: Time Management

Brief description: Managing time effectively entails analysing your goals, breaking the goals into tasks, and then prioritising the tasks. This is not always easy or clear cut, given the number of tasks you may need to complete.

This e-learning focuses on ways to plan and prioritise your workload and time. You will learn how to prepare a useful to-do list, prioritise the items on it and estimate time frames, so you can schedule your tasks effectively and meet your deadlines.

Learning outcomes:

By the end of the e-learning, users will be able to:

- prioritise tasks from a to-do list;
- recognise the type of things that should be considered when sequencing tasks;
- identify when to use different queuing methods;
- use the time frames equation to estimate the shortest possible completion time for a given task.

Method of Delivery: E-learning

Target audience: AA to Grade 6

Event length: 1 hour

Cost: Free

How to register your interest: Contact the Learning Academy

Category: New Managers Pathway

Title: Managing Teams Remotely

Brief description: This e-learning provides you with the information you need to manage remote working effectively. Whether you have experience of managing remote employees, or are totally new to it, this course will help you to identify benefits, overcome challenges and achieve the best results.

Learning outcomes:

By the end of this e-learning, you will be able to:

- define what is meant by remote working and identify 3 different types of remote worker;
- outline the benefits to team members and the organisation of remote working;
- identify issues for consideration when managing a remote work force;
- outline good practices when managing remote teams or team members.

Method of Delivery: E-learning

Target audience: EO to G7

Event length: 45 mins

Cost: Free

How to register your interest: Contact the Learning Academy

Category: Manager to Leader Pathway

Title: Leadership in the Organisation

Brief description:

This module will contain:

- Leadership culture in the organisation – what do we care about?
- Civil Service Leadership Statement – what it means to you
- How your leadership will affect our future
- Modelling your current style – Johari et al (where is the light and the shadow)
- Action centred Leadership – engage and deliver
- The Leadership continuum – what is right and when
- Enhance resilience
- Your leadership brand – who is the leader you want to be?
- Leadership and practice to engage
- Leading with Emotional Intelligence
- Transformational, transactional and situational – different models
- Leadership v Management

Method of Delivery: Face to face

Target audience: Staff who have worked in a management role for over 1 year

Event length: 2 days

Cost: Free

How to register your interest: Contact the Learning Academy

Category: Manager to Leader Pathway

Title: Building a culture of high performance

Brief description:

This module will contain:

- Understanding team dynamics
- Characteristics of high performing teams
- Managing performance, averting conflict and courageous conversations
- Motivating self and others – engaging the whole team
- Planning for success – working through others
- Building and sustaining highly effective relationships
- Creating trust and a supportive environment
- Mindfulness
- Coaching conversations using GROW
- Positivity and overcoming challenges – commitment v compliance
- Coaching to improve listening and enhance feedback
- Impact of management styles on performance

Method of Delivery: Face to face

Target audience: Staff who have worked in a management role for over 1 year

Event length: 2 days

Cost: Free

How to register your interest: Contact the Learning Academy

Category: Manager to Leader Pathway

Title: The Leader's role in Delivering Change

Brief description: This module will contain:

- The fundamentals of managing change
- Types and levels of change
- Identify the steps of the change process
- Identify and overcome the obstacles to change
- Planning change effectively
- Methods to engage and communicate with the team effectively
- Embedding change as new business

Method of Delivery: Face to face

Target audience: Staff who have worked in a management role for over 1 year

Event length: 1 day

Cost: Free

How to register your interest: Contact the Learning Academy

Category: Manager to Leader Pathway

Title: Civil Service Local Academy

Brief description: The Civil Service Local Academy takes place annually. Delegates attend a four day opportunity leading to a series of business-focused projects over the following twelve months. It provides delegates with the opportunity to work collaboratively with Civil Servants from other government departments based in the South West and Wales.

It provides opportunities for staff to develop both personal and collective skills in support of a 'Brilliant Civil Service', the Civil Service vision and the Civil Service Capability Plan. The event is aimed at staff up to and including first line manager level (AA-EO) who are keen to develop, have ambition and enthusiasm but may have had limited opportunity. Delegates should be proactive, willing to challenge attitudes and behaviours and be enthusiastic about creating and leading change. They should also have the potential to become leaders who are positive, dynamic and will act as role models for all civil servants.

The event is a mix of self-discovery, personal development, team building, and leadership with delegates working together in cross-departmental teams to identify a reform based project which they will develop and deliver over 12 months.

Learning outcomes:

By the end of this course, you will have developed your:

- team building, presentation and feedback skills;
- leadership and innovation skills;
- project Management skills;
- planning and delivery skills;
- awareness of the 'bigger picture' and how your organisations work towards the goals of the Civil Service.

Method of Delivery: 4 day residential course

Target audience: AA to EO

Event length: 4 days

Cost: On application

How to register your interest: Contact the Learning Academy

Category: Manager to Leader Pathway

Title: Academi Wales Summer School

Brief description: Summer School is an immersive residential learning programme bringing together approximately 250 people from across the public and third sector in Wales each year. The event is held over 5 working days, and is hosted within an academic learning environment. Academi Wales is fully committed to delivering learning events that are built on the ethos of One Welsh Public Service. Together public service managers and leaders are responsible for improving the economic, social, environmental and cultural well-being of Wales and Summer School provides learners with the opportunity to turn the public service values and leadership behaviours, crucial for success, into action. It is particularly relevant for those who are working through challenging times and seeking to make significant improvements to their organisational business.

Learning outcomes: Summer School provides the opportunity for people to work across boundaries and cultures to better understand each other and how they will become more effective 21st century leaders.

Method of Delivery: 5 day residential course

Target audience: G7 to SCS

Event length: 5 days

Cost: On application

How to register your interest: Contact the Learning Academy

Category: Economics – Academic pathway

**Title: AS/A2 Economics (educational attainment Level 3) –
ONS Newport only**

Brief description: The aim of the course is to provide students with an understanding of how markets and the economy work. Students develop the knowledge and skills needed to understand and analyse data, think critically about issues and make informed decisions. The course will also introduce participants to the key concepts of microeconomics and macroeconomics.

The course is delivered in two years (AS delivered in year 1; A2 delivered in year 2) and is delivered on site by Coleg Gwent at the ONS Newport site.

Learning outcomes:

By the end of the course, participants will:

- Be able to draw upon data from different sources;
- Use basic and advanced models;
- Develop an understanding of Economic issues; and
- Explore current economic behaviour.

This is a Level 3 qualification which, on completion, will enable staff to continue their studies to higher level academic attainment, if required.

Method of delivery

This is College-led classroom delivery at the Newport ONS site only. Coleg Gwent delivers the course following the WJEC syllabus.

Target audience

This course is aimed at any ONS staff who are interested in acquiring a solid Economic qualification at Level 3.

Event Length

Delivered via 3.5 hour weekly sessions, Sep – May.

Cost and pre-requisites

Costs are re-calculated at the start of each academic intake and will depend on how many students enrol to the course. The pre-requisite for this course is a GCSE or O-Level in English and Mathematics at grade C or above.

Category: **Statistical**

Short Course Programme and Statistical Analysts Scheme (ODP/Introductory Analyst)

The Short Course Programme consists of one or two day classroom based teaching events to develop staff in analytical and quality aspects of the Generic Statistical Business Process Model.



Courses run at two different levels:

- **Introductory** - no prior knowledge is required. The course provides an introduction and understanding to the subject. Modules may be taken as 'one-off' modules for continuous professional development (CPD) or be taken as part of the ONS accredited Statistical Analysts Scheme.
- **Advanced** - open to all staff with a good working knowledge of the subject area.

Title: **The Statistical Analysts Scheme (SA Scheme)**

Brief description: The current SA Scheme provides participants with the opportunity to develop their knowledge and skills through undertaking a combination of modules with associated course assessments. On passing all assessments, an ONS accreditation is provided, which may provide new opportunities for staff within their department.

Six modules are to be selected from the 14 that are currently available (see below). Three modules are mandatory:

- Quality and Statistics (mandatory)
- Administrative Data (mandatory)
- Geography for Statistics (mandatory)
- Data Linkage
- Editing and Imputation
- Introduction to Questionnaire Design
- Sample Design and Estimation (Social)
- Sample Design and Estimation (Business)
- Seasonal Adjustment

- Index Numbers
- Statistical Disclosure Control
- Introduction to National Accounts
- Population Statistics and the Census
- Communicating Statistics

The details of the 14 modules are outlined in the ensuing pages.

NB - *The SA scheme is currently under review to ensure that the contained modules and courses are tailored towards current and future needs. This work will be finalised and launched in the summer months, with the potential for extension to other Government Departments.*

Method of Delivery

This is a series of six, one-day taught sessions, which are currently delivered at the Newport and/or Titchfield ONS sites. Six assessments must be undertaken and completed within one month of the end of the course.

Target audience

This is aimed at all ONS/GSS staff who are interested in building knowledge across six different analytical areas with the intention of gaining an internally accredited qualification.

Event Length

Six, one- day modules (which includes three mandatory modules), taken over three or four months of course launch.

Cost and Pre-requisites

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fees are identified for each module. It is expected that those who attend this course have:

- At least 2 years experience of working within a statistical production area;
- the RSS Ordinary Certificate; or
- equivalent knowledge, e.g. a degree with a substantial element of statistics.

Learning Academy Directory: **Analytical**

Category: Statistical - Short Course Programme – Introductory Level

Title: Quality and Statistics (SA Scheme; mandatory) – ONS/GSS

Brief description: This is a one day classroom based session for staff to increase awareness in the area of quality and statistics. The course aims to introduce some of the quality considerations appropriate to the production of Official Statistics.

Learning outcomes: By the end of the course, participants will gain:

- an understanding of the importance of quality through aligning with specific aspects; of the Code of Practice, and through following the Generic Statistical Business Process Model (GSBPM);
- knowledge in the practical application of quality and how to implement it; and
- an overview of relevant guidance and tools.

Method of Delivery:

This is a one-day taught session, delivered at the Newport and Titchfield ONS sites. This may be taken as a one-off module, or in combination with other modules as part of the SA Scheme.

Target audience:

This is aimed at any ONS/GSS staff who are interested in increasing their knowledge of ensuring quality within statistical outputs.

Event Length: One day

Cost and pre-requisites

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the module fee is £116. There are no pre-requisites for this course, unless being undertaken as part of the SA Scheme.

Learning Academy Directory: **Analytical**

Category: Statistical - Short Course Programme – Introductory Level

Title: Administrative Data (SA scheme; mandatory) – ONS/GSS

Brief description: This is a one day classroom based session aimed at providing participants with the knowledge of administrative data and considering the differences between survey and administrative data by:

- highlighting some of the challenges when linking different datasets; and
- providing an insight into the legal issues around acquiring administrative data.

Learning outcomes: By the end of the course, participants will be able to:

- explain what is meant by the term administrative data;
- describe the benefits and limitations of using administrative data;
- explain the advantages of using administrative data in the production of social and demographic statistics; and
- describe the principles behind matching and linking microdata.

Method of delivery:

This is a one-day taught session, delivered at the Newport and Titchfield ONS sites. This may be taken as a one-off module, or in combination with other modules as part of the SA Scheme.

Target audience:

This is aimed at any ONS/GSS staff who are interested in increasing their knowledge and understanding in the field of administrative data.

Event Length: One day

Cost and pre-requisites

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the module fee is £116. There are no pre-requisites for this course, unless being undertaken as part of the SA Scheme.

Category: Statistical - Short Course Programme – Introductory Level

Title: Geography for Statistics (SA Scheme; mandatory) – ONS/GSS

Brief description: This is a two-day classroom based session, aimed at introducing participants to the importance of geography in the production and use of statistics. The course also discusses the generic elements of geographic knowledge, understanding and skills needed for analysis and research.

Learning outcomes: By the end of the course, participants will be able to understand:

- the nature of statistical geography in the UK;
- the importance to statistics of getting your geography right;
- the different types of statistical maps and their interpretations;
- how to produce a basic statistical map;
- the application of the GSS Geography Policy; and
- sources of geography data for Official Statistics.

Method of delivery

This is a two-day taught session, delivered at the Newport and Titchfield ONS sites. This may be taken as a one-off module, or in combination with other modules as part of the SA Scheme.

Target audience:

This is aimed at any ONS/GSS staff who are interested in increasing their knowledge and understanding of the recommended disclosure control methods for official statistics.

Event Length:

Two days

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £206. There are no pre-requisites for this course, unless being undertaken as part of the SA Scheme.

Category: Statistical - Short Course Programme – Introductory Level

Title: Data Linkage (SA Scheme; optional) – ONS/GSS

Brief description: This is a one day classroom based session aimed at providing participants with an introduction to the principles, theory and practice of data linkage. Data linkage is playing an increasing role in producing statistics, to support a wide range of users and uses, through integration of data from multiple sources.

Learning outcomes: By the end of the course, participants will be able to understand:

- the difficulties involved in data linkage;
- desirable qualities of matching variables;
- how to prepare datasets before matching;
- different types of linkage methods;
- how to link very large datasets;
- how to evaluate the quality of your matches; and
- how to link encrypted datasets.

Method of delivery;

This is a one day taught session, delivered at the London, Newport and Titchfield ONS sites. This may be taken as a one-off module, or in combination with other modules as part of the SA Scheme.

Target audience:

This is aimed at any ONS/GSS staff who are interested in increasing their knowledge and understanding of data linkage.

Event Length:

One day

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the module fee is £116 at Newport and Titchfield; £126 at London. There are no pre-requisites for this course, unless being undertaken as part of the SA Scheme.

Category: Statistical - Short Course Programme – Introductory Level

Title: Editing and Imputation (SA Scheme; optional) – ONS/GSS

Brief description: This is a one day classroom based session, aimed at introducing participants to the processes of editing and imputing in business surveys. The course considers the editing process of detecting and correcting errors in business survey response data, as well as the imputation process of estimating for non-response in business surveys.

Learning outcome: By the end of the course, participants will be able to understand:

- the vital importance of editing and imputation; and
- how editing and imputation methods are implemented in practice.

Method of delivery:

This is a one day taught session, delivered at the Newport ONS site only. This may be taken as a one-off module, or in combination with other modules as part of the SA Scheme.

Target audience:

This is aimed at any ONS/GSS staff who are interested in increasing their knowledge and understanding of editing and imputation in business surveys.

Event Length:

One day

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £116. There are no pre-requisites for this course, unless being undertaken as part of the SA Scheme.

Category: Statistical - Short Course Programme – Introductory Level

Title: Introduction to Questionnaire Design and Testing (SA Scheme; optional) – ONS/GSS

Brief description: This is a one day classroom based session for staff to increase their knowledge and understanding of the design and testing of questionnaires. The aim of the course is to introduce participants to data collection methodology and how it is applied to the survey development process.

Learning outcomes: By the end of the course, the participant will be able to understand and identify:

- different sources of non-sampling error, focusing on measurement error and non-response error;
- different modes of data collection including mixed modes and web data collection;
- questionnaire and question design principles including different types of questions, sources of measurement error, including mode effects, and potential ways to mitigate them; and
- qualitative and quantitative methods for developing and testing questions, including expert review and cognitive question testing.

Method of delivery:

This is a one-day taught session, delivered at the Newport and Titchfield ONS sites. This may be taken as a one-off module, or in combination with other modules as part of the SA Scheme.

Target audience:

This is aimed at any ONS/GSS staff who are interested in increasing their knowledge in the design and testing of questionnaires.

Event Length: One day

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the module fee is £116. There are no pre-requisites for this course, unless being undertaken as part of the SA Scheme.

Category: Statistical - Short Course Programme – Introductory Level

Title: Sample Design and Estimation (Social) - (SA Scheme; optional) – ONS/GSS

Brief description: This is a one day classroom based session which explores aspects of sampling and estimation that are particularly applicable to social (household) surveys.

Learning outcomes: By the end of the course, participants will be able to understand:

- the use of sampling frames;
- sample design and different sampling methods;
- estimation of simple statistics under various designs and their associated standard errors and confidence intervals; and
- the use of weights.

Method of delivery:

This is a one or two day taught session, delivered at Newport and Titchfield ONS sites. This may be taken as a one-off module, or in combination with other modules as part of the SA Scheme.

Target audience:

This is aimed at any ONS/GSS staff who are interested in increasing their knowledge and understanding of sample design and estimation in social surveys.

Event Length:

One day

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the module fee is £116. There are no pre-requisites for this course, unless being undertaken as part of the SA Scheme.

Category: Statistical - Short Course Programme – Introductory Level

Title: Sample Design and Estimation (Business) - (SA Scheme; optional) – ONS/GSS

Brief description: This a two-day classroom based session aimed at introducing participants to sampling design and estimation considerations in business surveys. The course considers the sampling frame, sample design, calibration weights, outliers and the estimation process.

Learning outcomes: By the end of the course, participants will be able to understand:

- the importance of creating and maintaining good sampling frames;
- the need for a sampling selection method that can provide good quality and representative results;
- how sampling is done for business surveys in ONS (use of the IDBR);
- the main estimators of population totals used in ONS business surveys
- design and calibration weights;
- under what circumstances each estimator is appropriate and to be aware of different methods for assessing the accuracy of estimators;
- what outliers are and why they occur;
- some methods of outlier detection and treatment strategies; and
- the Winsorisation method.

Method of delivery:

This is a two-day taught course, delivered at the Newport ONS site only. This may be taken as a one-off module, or in combination with other modules as part of the SA Scheme.

Target audience: This is aimed at any ONS/GSS staff who are interested in increasing their knowledge and understanding of sample design and estimation in business surveys.

Event Length: Two days

Cost and pre-requisites

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £206. There are no pre-requisites for this course, unless being undertaken as part of the SA Scheme.

Category: Statistical - Short Course Programme – Introductory Level

Title: Seasonal Adjustment (SA Scheme; optional) – ONS/GSS

Brief description: This is a one day classroom based session, aimed at providing participants with a basic introduction to the theory behind seasonal adjustment and the seasonal adjustment process. An overview is also given of the US Census Bureau's software X-13-ARIMA-SEATS, which is the GSS recommended software for seasonal adjustment.

Learning outcomes: By the end of the course, through a mixture of theory and practical application of X-13-ARIMA-SEATS, course participants will gain an understanding of:

- the basic theory underpinning seasonal adjustment;
- issues to consider when publishing seasonally adjusted estimates;
- how to perform basic seasonal adjustment; and
- how to analyse your own time series data.

Method of delivery:

This is a one day taught session, delivered at the Newport ONS site only. This may be taken as a one-off module, or in combination with other modules as part of the SA Scheme.

Target audience:

This is aimed at any ONS/GSS staff who are interested in undertaking applied learning in seasonal adjustment.

Event Length:

One day

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £116. There are no pre-requisites for this course, unless being undertaken as part of the SA Scheme.

Category: Statistical - Short Course Programme – Introductory Level

Title: Index Numbers (SA Scheme; optional) – ONS/GSS

Brief description: This is a one day classroom based session, aimed at introducing participants to the theory behind index numbers and the techniques used in practice.

Learning outcomes: By the end of the course, participants will be able to understand:

- the uses of index numbers;
- the definitions of value and value share;
- Laspeyres and Paasche indices;
- how to choose an index formula; and
- the definitions of deflation and referencing.

Method of delivery:

This is a one day taught session, delivered at the Newport ONS site only. This may be taken as a one-off module, or in combination with other modules as part of the SA Scheme.

Target audience:

This is aimed at any ONS/GSS staff who are interested in undertaking applied learning in seasonal adjustment.

Event Length:

One day

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £116. There are no pre-requisites for this course, unless being undertaken as part of the SA Scheme.

Learning Academy Directory: **Analytical**

Category: Statistical - Short Course Programme – Introductory Level

Title: Statistical Disclosure Control (SA Scheme; optional) – ONS/GSS

Brief description: This is a one day classroom based session aimed at introducing participants to the potential disclosure risks and available statistical disclosure control methods.

Learning outcomes: By the end of the course, participants will be able to understand:

- what is meant by disclosure risk and statistical disclosure control;
- why there is a need to protect data against disclosure;
- how to recognise situations that bring about statistical disclosure control risk;
- the disclosure techniques and tools that are used to protect data; and
- the GSS standards for disclosure control.

Method of delivery:

This is a one day taught session, delivered at the London, Newport and Titchfield ONS sites. This may be taken as a one-off module, or in combination with other modules as part of the SA Scheme.

Target audience:

This is aimed at any ONS/GSS staff who are interested in increasing their knowledge and understanding of the recommended disclosure control methods for official statistics.

Event Length:

One day

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £116. There are no pre-requisites for this course, unless being undertaken as part of the SA Scheme.

Learning Academy Directory: **Analytical**

Category: Statistical - Short Course Programme – Introductory Level

Title: Introduction to National Accounts (SA Scheme; optional) – ONS/GSS

Brief description: This is a one day classroom session, aimed at introducing participants to the different approaches to measuring Gross Domestic Product (GDP). The course will also introduce the Balance of Payments, the division of the economy into sectors, and balancing theory and practice.

Learning outcomes: By the end of the course, participants will be able to;

- describe the three approaches to measuring GDP;
- understand what is included in the Balance of Payments;
- list the characteristics of the sectors in the UK;
- understand why we need to balance; and
- identify the participants in the economy and the transactions that flow between them.

Method of delivery:

This is a one day taught session, delivered at the Newport ONS site only. This may be taken as a one-off module, or in combination with other modules as part of the SA Scheme.

Target audience:

This is aimed at any ONS/GSS staff who are interested in increasing their knowledge and understanding of the UK National Accounts system.

Event Length:

One day

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £116. There are no pre-requisites for this course, unless being undertaken as part of the SA Scheme.

Category: Statistical - Short Course Programme – Introductory Level

Title: Population Statistics and the Census (SA Scheme; optional) – ONS/GSS

Brief description: This is a one day classroom based session, aimed at introducing participants to key ONS demographic outputs. The course will provide an understanding of the range of outputs produced and the challenges involved.

Learning outcomes: By the end of the course, participants will be able to understand:

- key elements of conducting a census and population estimates
- migration estimates and population projections
- how demographic analysis is conducted by ONS

Method of delivery:

This is a one day taught session, delivered at the Titchfield ONS site only. This may be taken as a one-off module, or in combination with other modules as part of the SA Scheme.

Target audience:

This is aimed at any ONS/GSS staff who are interested in increasing their knowledge and understanding of population statistics and the Census.

Event Length:

One day

Cost and pre-requisites

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £116. There are no pre-requisites for this course, unless being undertaken as part of the SA Scheme.

Learning Academy Directory: **Analytical**

Category: Statistical - Short Course Programme – Introductory Level

Title: Communicating Statistics (SA Scheme; optional) – ONS/GSS

Brief description: This is a one day classroom based session, aimed at introducing participants to the importance of user engagement, good commentary and clear data visualisation. The course will discuss ways of improving how we communicate our statistics to a range of users, as well as consider a set of useful tools that can be used to communicate statistics effectively.

Learning outcomes: By the end of the course, participants will be able to understand:

- why user engagement is important;
- effective ways of identifying and engaging with users;
- how social media can be effective in engaging with users;
- best practice for report writing;
- importance of data visualisation; and
- how to conduct a peer review.

Method of delivery:

This is a one day taught session, delivered at the Newport and Titchfield ONS sites. This may be taken as a one-off module, or in combination with other modules as part of the SA Scheme.

Target audience:

This is aimed at any ONS/GSS staff who are interested in increasing their knowledge and skill in communicating statistics to users.

Event Length:

One day

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £116. There are no pre-requisites for this course, unless being undertaken as part of the SA Scheme.

Category: Statistical - Short Course Programme – Introductory Level

Title: Data Visualisation – ONS/GSS

Brief description: This is a one day classroom based session, aimed at introducing participants to the basic principles of data visualisation and the application in designing functional and effective static graphics for a wide audience.

Learning outcomes: By the end of the course, through use of examples and theory, participants will be able to understand:

- the fundamentals of effective data graphics at a basic level (for example in tables and charts);
- how different charts can be used to highlight particular data relationships;
- the wider potential for data visualisation to support exploration and narrative; and
- emerging trends in data visualisation, their relevance and application.

Method of delivery:

This is a one day taught session, delivered at the London, Newport and Titchfield ONS sites.

Target audience:

This is aimed at any ONS/GSS staff who are interested in developing their data visualisation skills.

Event Length:

One day

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £116 at Newport and Titchfield sites; £126 at the London site. There are no pre-requisites for this course.

Category: Statistical – Quality Training – Introductory Level

Title: Quality Assurance of Statistical Outputs (*ONS only*)

Brief description: This is a half day taught session, aimed specifically at staff in ONS output areas. The course provides a refresher in quality assurance for staff who are directly involved in the production of a statistical output and discusses the considerations and need for quality assurance practices.

Learning outcomes: By the end of the course, participants will:

- understand the considerations and need for quality assurance;
- receive examples of best practice; and
- understand the importance of sharing best practice and highlighting risk areas of quality assurance.

Method of delivery:

This is a half day taught session, delivered at the Newport and Titchfield ONS sites.

Target audience:

This is aimed at ONS staff who are directly involved in the production of a statistical output.

Event Length:

0.5 day

Cost and pre-requisites:

The cost of this course is free to ONS staff and is currently not available to GSS staff. There are no pre-requisites for this course.

Category: Statistical – Quality Training – Introductory Level

Title: Improving Quality at ONS (*ONS only*)

Brief description: This is a half-day taught introductory session for all staff in output areas. The course is aimed at introducing participants to the key principles of quality management, quality assurance and quality control.

Learning outcomes: By the end of the course, participants will:

- Understand their role in improving quality at ONS;
- be better equipped to meet the needs of the Code of Practice for Official Statistics; and
- be encouraged to adopt a culture of continuous improvement.

Method of delivery:

This is a half day taught session, delivered at the Newport and Titchfield ONS sites.

Target audience:

This is aimed at ONS staff who are involved in the production of a statistical output.

Event Length:

0.5 day

Cost and pre-requisites:

The cost of this course is free to ONS staff and is currently not available to GSS staff. There are no pre-requisites for this course.

Category: Statistical - Short Course Programme – Intermediate Level

Title: Sample Design and Estimation (Social surveys) – ONS/GSS

Brief description: This is a one day classroom based session, aimed at exploring more complex aspects of sampling and estimation that are particularly applicable to social (household) surveys.

Learning outcomes: By the end of the course, through practical application of the methods, participants will be able to understand:

- the principles and practicalities behind sampling and estimation used within Official Statistics;
- when to use different sampling strategies, with particular emphasis on multi-stage sampling;
- how sample data can be used to estimate parameters of interest, with emphasis on weighting strategies that account for non-response and allow calibration to known population totals; and
- how to assess the quality of sample estimates, with attention paid to sampling errors and the use of design factors.

Method of delivery:

This is a one day taught session, delivered at the Newport ONS site only.

Target audience:

This is aimed at analytical ONS/GSS staff who are interested in understanding more complex aspects of sampling and estimation in social surveys.

Event Length:

One day

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £116. Participants will be expected to have a good working knowledge of the subject matter.

Category: Statistical - Short Course Programme – Intermediate Level

Title: Sample Design and Estimation (Business surveys) – ONS/GSS

Brief description: This is a one day classroom based session, aimed at exploring more complex aspects of sampling and estimation that are particularly applicable to business (or establishment) surveys.

Learning outcomes: By the end of the course, through practical application of the methods, participants will understand:

- the principles and concepts behind sampling and estimation used within Official Statistics;
- when to use different sampling strategies, with particular emphasis on stratification;
- how sample data can be used to estimate parameters of interest, with emphasis on estimation methods that make best use of other available information; and
- how to assess the quality of sample estimates, including the impact of the sample design and estimator.

Method of delivery:

This is a one day taught session, delivered at the Newport ONS site only.

Target audience:

This is aimed at analytical ONS/GSS staff who are interested in understanding the more complex aspects of sampling and estimation in business surveys.

Event Length:

One day

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £116. Participants will be expected to have a good working knowledge of the subject matter.

Category: Statistical - Short Course Programme – Intermediate Level

Title: Small Area Estimation – ONS/GSS

Brief description: This is a one day classroom based session. The course is aimed at introducing participants to the methodology applied to small area estimates, as well as developing knowledge to know when and how small area estimation methods should be applied.

Learning outcomes: By the end of the course, participants will be able to:

- understand the concepts and principles of a variety of methods;
- be aware of which methods are most commonly used and why;
- observe how different methods are applied;
- understand which techniques are used in Official Statistics; and
- combine and model survey data with other datasets.

Method of delivery:

This is a one day taught session, delivered at the Newport ONS site only.

Target audience:

This is aimed at analytical ONS/GSS staff who are interested in understanding the application of methods in small area estimation.

Event Length:

One day

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £116. Participants will be expected to have a good working knowledge of the subject matter.

Category: Statistical - Short Course Programme – Intermediate Level

Title: Geography for Statistics – Spatial Analysis – ONS/GSS

Brief description: This is a one day classroom based session aimed at providing participants with an introduction to geographical/spatial analysis in the context of Official Statistics. The course will focus on location to gain a deeper understanding of data analyses.

Learning outcomes: By the end of the course, participants will:

- understand what is ‘special’ about spatial data;
- understand some necessary spatial statistical concepts;
- be able to apply a selection of spatial statistical techniques and interpret the outputs;
- to be able to confidently identify, analyse and interpret spatial patterns in data; and
- gain hands-on experience working with software designed for spatial analysis.

Method of delivery:

This is a one day taught session, delivered at the Titchfield ONS site only.

Target audience:

This is aimed at analytical ONS/GSS staff who are interested in developing their understanding of spatial analysis and the role of geography in understanding the data.

Event Length:

One day

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £116. Participants will be expected to have a good working knowledge of the subject matter.

Category: Statistical - Short Course Programme – Intermediate Level

Title: Seasonal Adjustment – ONS/GSS

Brief description: This is a two-day classroom based session, aimed at introducing participants to the basic and advanced theory behind seasonal adjustment and the seasonal adjustment process. Theories are applied through the use of the US Census Bureau's software X-13-ARIMA-SEATS, which is the GSS recommended software for seasonal adjustment.

Learning outcomes: By the end of the course, through a mixture of theory and the practical application of X-13-ARIMA-SEATS, course participants will:

- gain an in-depth understanding of the theory underpinning seasonal adjustment (building on the Level 1 course);
- be able to perform more advanced seasonal adjustment; and
- be able to analyse their own time series.

Method of delivery:

This is a two-day taught session, delivered at the Newport ONS site only.

Target audience:

This is aimed at analytical ONS/GSS staff who are interested in gaining more advanced knowledge of seasonal adjustment and the application of methods in X-13-ARIMA-SEATS.

Event Length:

Two days

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £206. Participants will be expected to have a good working knowledge of the subject matter.

Category: Statistical - Short Course Programme – Intermediate Level

Title: Index Numbers – ONS/GSS

Brief description: This is a 1.5 day classroom based session, aimed at introducing participants to the theoretical background to index numbers. The course also discusses the index number techniques used in practice, as well as aspects of the Consumer Price Index (CPI).

Learning outcomes: By the end of the course, participants will be able to understand:

- the definitions of value and value share;
- Laspeyres and Paasche indices;
- how to choose an index formula;
- what domains and aggregation are;
- the definitions of deflation, referencing and linking ;
- the aspects of the Consumer Prices Index (CPI); and
- the wider uses of index numbers.

Method of delivery:

This is a 1.5 day taught session, delivered at the Newport ONS site only.

Target audience:

This is aimed at analytical ONS/GSS staff who are interested in gaining more advanced knowledge of the index number techniques used in practice in Official Statistics.

Event Length:

1.5 days

Cost and pre-requisites:

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £167. Participants will be expected to have a good working knowledge of the subject matter.

Category: Statistical - Short Course Programme – Intermediate Level

Title: Hypothesis Testing – ONS/GSS

Brief description: This is a one day classroom based session, aimed at providing participants with an overview to hypothesis testing and its application in Official Statistics.

Learning outcomes: By the end of the course, through the use of examples and theory, participants will gain:

- an understanding of the basics of hypothesis testing;
- a working knowledge of statistical power; and
- an overview of more complex hypothesis testing problems and knowledge of how to deal with them.

Method of delivery:

This is a one day taught session, delivered at the Newport and Titchfield sites.

Target audience

This is aimed at analytical ONS/GSS staff who are interested in gaining knowledge of the advanced workings of hypothesis testing.

Event Length

One day

Cost and pre-requisites

The cost of this course is free to ONS staff. For Government staff who are external to ONS, the course fee is £116. Participants will be expected to have a good working knowledge of the subject matter.

Category: Statistical – Statistical Computing Courses – Intermediate level

Title: SAS – Data Manipulation and Basic Analysis (*ONS only*)

Brief description: This is a two-day practical introductory course, which uses ONS-specific examples to give participants a practical and useful introduction to SAS. The course aims to give participants a better understanding of what SAS can do and how it can be useful to their work. It will also provide background to the 'building blocks' that will enable participants to go away and start using SAS in a way which is useful for their work.

Learning outcomes: Following the course, participants will be able to use SAS for data manipulation and to calculate basic statistics by learning concepts such as:

- SAS datasets;
- Reading in and exporting data ;
- Creating variables;
- Splitting and joining datasets;
- Sorting and viewing data;
- Conditional statements;
- Summaries;
- Tabulation;
- Frequencies; and
- Basic macros.

Method of delivery: This is a two-day taught session, delivered at the Newport and Titchfield sites.

Target audience: This is aimed at analytical ONS staff who are interested in gaining a basic grounding in SAS, although this may also be useful for those who already have some SAS experience.

Event Length: Two days

Cost and pre-requisites:

The cost of this course is free to ONS staff and is currently not available to GSS staff. There are no pre-requisites for this course; no knowledge of SAS is assumed.

Category: Statistical – Statistical Computing Courses – Intermediate level

Title: SAS/SQL – (ONS only)

Brief description and learning outcomes: This is a one day practical course which uses ONS-specific examples to give staff a practical and useful extension to introductory SAS courses. The course aims to enhance efficiency of and enrich the set of methods used for data manipulation in SAS. The course will also build understanding about the differences of how SAS treats datasets usually and in SQL emulation, develop ability to comfortably to undertake any data manipulation task in SAS using PROC SQL with supporting documentation, and develop ability to confidently choose whether to use data step or SQL emulation in SAS.

Method of delivery:

This is a two-day taught session, delivered at the Newport and Titchfield sites.

Target audience:

This is aimed at analytical ONS staff who are already proficient in using SAS for data manipulation, and are keen to extend their knowledge and skills to SQL procedures.

Event Length:

Two days

Cost and pre-requisites:

The cost of this course is free to ONS staff and is currently not available to GSS staff. As a pre-requisite, participants are required to be proficient in using SAS for data manipulation.

Learning Academy Directory: **Analytical**

Category: **Statistical – Statistical Learning Pathway – Academic pathway**

Title: **AS/A2 Maths (educational attainment Level 3) – ONS only**

Brief description: This course provides training in a wide range of mathematical topics and aims to develop manipulative and problem solving skills. The course is delivered in two years (AS delivered in year 1; A2 delivered in year 2) and is delivered on site by a local College. This is a Level 3 qualification which on completion, will enable staff to continue their studies to higher level academic attainment, if required.

Learning outcomes: By the end of the course, participants will:

- have developed their understanding of Mathematics and mathematical processes;
- developed their logical reasoning skills;
- be able to read and comprehend mathematical arguments and articles concerning application of mathematics; and
- have developed an awareness of the relevance of Mathematics to other fields of study and the world of work.

Method of delivery:

This is College-led classroom delivery at the Newport and Titchfield ONS sites. Coleg Gwent deliver at the Newport site; St Vincent College at the Titchfield site. Both are delivering the Edexcel syllabus.

Target audience:

This course is aimed at any ONS staff who are interested in acquiring a solid mathematical qualification at Level 3.

Event Length:

Delivered via 3.5 hour weekly sessions, Sep – May.

Cost and pre-requisites:

Costs are re-calculated at the start of each academic intake and will depend on how many students enrol to the course. The pre-requisite for this course is a GCSE or O-Level in Mathematics at grade C or above.

Learning Academy Directory: **Analytical**

Category: Statistical – Statistical Learning Pathway – Academic pathway

Title: Diploma in Analytics (educational attainment Level 3) – ONS/GSS

Investigations are currently underway to seek out a Level 3 course to replace the RSS Ordinary and to provide a stepping stone to Level 4 offerings. We will provide you with more information over the summer months as this area is developed.

Learning Academy Directory: **Analytical**

Category: Statistical/Data Science – Statistical Learning Pathway – Academic pathway

Title: Diploma in Data Analytics (educational attainment Level 4) – ONS/GSS

Depending upon the delivery cycle and availability of training providers for this course, it is anticipated that this will be ready for its first cohort intake in September 2017.

Some of the course modules that are being considered for inclusion are (this is not an exhaustive list):

- *Develop own effectiveness and professionalism*
- *Principles of data management infrastructure*
- *Data analysis tools*
- *Data analysis: Data science*
- *Statistical analysis of data sets*
- *Designing and developing computer programmes (various)*

Method of delivery: *It is likely that this will be a series of one day taught courses, provided either by ONS Trainers or an external provider.*

Target audience: *This course is aimed at any ONS/GSS staff who are interested in progressing their learning to Level 4.*

Event Length: *Currently unclear*

Cost and pre-requisites:

The costs are currently unknown. The pre-requisite for this course is Level 3 attainment, in the forms of:

- *A-Levels, or equivalent, including the Level 3 IT Diploma, Welsh or International Baccalaureate, or a relevant Level 3 Technical Certificate;*
- *a Level 3 Apprenticeship; or*
- *a number of years employment within a technology/telecommunications industry. Must have demonstrated to their employer that they have a reasonable expectation of achieving the required outcomes of the Level 4 Diploma. This can be supported by the demonstration or evidence of prior achievement or performance in the role prior to starting the course.*

Category: Statistical – Statistical Learning Pathway – Academic pathway

Title: MSc in Official Statistics (CPD, PGCert, Diploma, MSc) – Level 7 – ONS/GSS

Brief description: *The provision of MSc courses for the GSS has recently been reviewed in a bid to increase the data science elements within the learning available at this level. Students who are currently enrolled onto this programme will be able to continue until the completion of their studies. One-off modules will also still be available for study for continuous professional development. However there will be no new MSc enrolments on this particular MSc course.*

The MSc programme of Official Statistics at University of Southampton was developed jointly by the University of Southampton and the ONS to cover the core skills and knowledge needed by professional government statisticians. The programme was tailored specifically to meet the needs of professional statisticians working within the field of Official Statistics. The programme enables students to draw on experiences from, and apply new knowledge and techniques to, their work environment as they study.

Learning outcomes: By the end of the course, participants will be able to demonstrate knowledge of:

- Concepts and Frameworks used in Official Statistics;
- Data Collection techniques used in Official Statistics;
- The statistical theory underpinning a wide variety of research design and data collection methods;
- The statistical modelling techniques used in Official Statistics;
- Demographic methods used in Official Statistics;
- Some statistical analysis packages;
- The principles of research design and strategy and the choice of research method;
- The role of inference in the scientific approach and the impact of measurement collection and analysis strategies on the validity and generalisability of research outputs; and
- An individual research topic.

Method of delivery:

The MSc in Official Statistics is delivered jointly by the University of Southampton and the ONS at either the Southampton University campus or the Newport ONS site. All modules are taught sessions and are assessed either by examination or through coursework.

Target audience:

Analytical ONS/GSS staff who are keen to progress their learning to Level 7.

Event Length:

Each module is delivered across four successive days. The MSc is made up of 8 core modules and 4 optionals plus a dissertation.

Cost and pre-requisites:

At time of printing, the full MSc costs were £8,000; one-off modules were £800. Costs are reviewed on an annual basis. The pre-requisite is a second class honours degree in a numerate subject or a Level 5 numerate qualification with exposure to statistical methods.

Learning Academy Directory: **Analytical**

Category: Statistical/Data Science – Statistical Learning Pathway – Academic pathway

Title: MSc in Data Analytics for Government (CPD, PGCert, Diploma, MSc) – Level 7 – ONS/GSS

At the time of printing, a new Framework agreement was being established between the ONS and a number of Universities for the delivery of the MSc in Data Analytics for Government. Further information will be provided on this development when available.

Statistical Profession – The Government Statistician Group (GSG)

Compulsory Learning for Members of the GSG

This section sets out the compulsory learning that is expected to be undertaken by all members of the Statistical Profession within the 18 months of commencing their employment. This is aimed at:

- Assistant Statisticians;
- Statistical Officers; and
- Statistical Data Scientists.

All members of the profession are expected to undertake the following compulsory learning:

- a) A relevant Induction course (relevant to one's career pathway);
- b) The GSG Foundations Course; and
- c) The Career Checkpoint Course.

Category: Induction Courses

Title: Statistical Fast Stream Induction

All Assistant Statisticians who were recruited in the 2015/16 (and onwards) cohorts are expected to attend this course.

This course covers background information of Civil Service including values and the impact of work on UK citizens, high level exposure to senior civil servants with a chance to network and an introduction to the Fast Stream itself including career planning activities.

Two courses are run each year in London (2017 dates TBC), managed by Civil Service Resourcing. If you have any queries, please [contact us](#).

Title: GSG Induction – One day, non-residential

When: 0-6 months in post

Audience: Statistical Officers and Data Scientists

Venues: Leeds, London and Newport

Cost: £100

This course covers the structure and governance of the GSS, the UK Code of Practice, the UK Statistics Authority Strategy and career management.

To make an enquiry or to enrol (a waiting list system is in place), please [contact us](#).

Title: The GSG Foundations Course – Two Days, non-residential

When: 6 - 12 months in post

Audience: Assistant Statisticians, Statistical Officers and Data Scientists

Venues: Leeds, London and Newport

Cost: £300

This course covers acquiring data, understanding customer needs, data analysis, working with policy, working with credibility, and presenting and disseminating data effectively.

To make an enquiry or to enrol (a waiting list system is in place), please [contact us](#).

Title: Career Checkpoint Course – Half day, non-residential
This will be launched in the autumn of 2017.

When: 18 months in post

Audience: Statistical Officers and Data Scientists

Venues: Leeds, London and Newport

Cost: £75

This course covers identifying learning gaps, guidance on applying for new posts and building networks.

Continuous Professional Development (CPD) for Members of the GSG

CPD is the process of undertaking any relevant learning activity to maintain and develop an individual's competencies throughout their career. The learning may develop knowledge and/or skills, may take the form of structured or un-structured learning activities, and will develop the individual in both statistical and non-statistical aspects.

Members of the GSG are expected to maintain a [CPD log](#), which documents the amount of statistical and non-statistical learning undertaken in a given year.

GSG members are broadly required to undertake **60 – 100 hours** of CPD activity each year, of which **30 – 50 hours** should be statistical. In the early stages of a career, the upper end of this guideline will generally be required.

It is recognised that in some years, an individual may focus more on non-statistical competencies, and their statistical development will therefore fluctuate. In order to take account of this, the minimum requirement for CPD is averaged over a five year period and this is automatically calculated by the CPD log (Excel).

Prior to interview, GSG members may be required to submit their CPD log for the sift to demonstrate how individuals are continuing to develop professionally. Learning activities can take on various forms, including:

- Training courses
- Events
- Seminars
- Work-based learning/Reading
- Further academic learning, etc.

This Learning Curriculum sets out some opportunities for the various forms of learning.

Title: Statistical Heads Of Profession Induction

This activity is currently being developed. More information will be provided as soon as available.

Learning Academy Directory: **Analytical**

Category: Data Science - Introductory

Title: The Art of the Possible – **ONS/GSS**

Brief description: This is a 2 hour bite-sized taught course, aimed at Senior Managers (G7+) across the ONS and GSS. The course explains what new tools and techniques are covered by Data Science and the opportunities they present, so that leaders can provide a clear vision for their staff.

The course explores what data science is, how it is being used in government and explores the issues and challenges around building the data science approach and toolkits into your own teams. It will demystify the jargon and provide some practical tips about tools and technologies (and share what is different about them). It will consider the "data science mindset" and discuss what it means for the way we work. The course will also explore how others across government have used data science to improve outcomes.

Learning outcomes: By the end of the course, participants will:

- understand general views of how data science and analytics are revolutionising the way we process and analyse data;
- understand core concepts in data science (What is "data science", "machine learning", "natural language processing" etc.) and how these techniques are being used today in government;
- consider how data science introduces different tools and ways of working, and explore how managers with data scientists in their teams can best support them to add value; and
- be able to explain some common misconceptions.

Method of Delivery: This is a 2-hour taught session, at the London, Newport and Titchfield ONS sites.

Target audience: This is aimed at Senior Managers (G7+) from across the ONS/GSS.

Event Length: Two hours

Cost and pre-requisites

This course is currently free to ONS and GSS staff. There are no pre-requisites for this course.

Category: Data Science - Introductory

Title: Big Data & Data Science Explained – **ONS/GSS**

Brief description: This is a 60 minute bite-sized taught course, that aims to explain what big data and data science is through the use of case studies and examples from across the world and Government. The course aims to raise awareness of the concepts of Big Data and Data Science and to share what is possible.

Learning outcomes: By the end of the course, participants will:

- understand the definitions of Big Data and Data Science; and
- recognise its application in Official Statistics and elsewhere.

Method of Delivery: This is a 1-hour taught session, at the London, Newport and Titchfield ONS sites.

Target audience: This is aimed at any staff from across the ONS/GSS, who are keen to raise their awareness in this field.

Event Length: One hour

Cost and pre-requisites

This course is currently free to ONS and GSS staff. There are no pre-requisites for this course.

Category: Data Science - Introductory

Title: R and Python Show and Tells – **ONS/GSS**

Brief description: This is a one hour bite-sized taught session, and is focused on discussing the difference between R and Python, when they are used, and the benefits of both. Examples from across the ONS, as well as others, will be used to demonstrate their application. The course aims to raise awareness of the uses of R and Python in ONS and Government.

Learning outcomes: By the end of the course, participants will:

- understand how R and Python can be used;
- understand the benefits and drawbacks of each; and
- feel more confident in their choice of programming tool.

Method of Delivery: This is a 1-hour taught session, at the Newport and Titchfield ONS sites (although may be extended to the London site in the near future).

Target audience: This is aimed at any staff from across the ONS/GSS, who are keen to raise their awareness in this field.

Event Length: One hour

Cost and pre-requisites

This course is currently free to ONS and GSS staff. There are no pre-requisites for this course.

Learning Academy Directory: **Analytical**

Category: Data Science - Introductory

Title: Awareness of Python in Statistics – **ONS/GSS**

Brief description: This is an introductory level course, that runs in a series of 6 x 1 hour sessions, across a number of weeks. The course showcases applications of Python in statistics, through a series of PowerPoint slides. The course aims to raise the awareness of the use and application of Python in statistics.

Sessions covered are:

- Introductory (1 hr);
- Data Analysis (1 hr);
- Data Cleaning, Grouping and Classifying (1 hr);
- Data Visualisation and advanced analytics (1 hr);
- Time series data analysis and visualisation (1 hr);
- Machine Learning and regression (1 hr).

Learning outcomes: By the end of the course, participants will understand and be able to apply the following in Python:

- Data Analysis
- Regression
- Data Cleaning and Classifying
- Data Visualisation
- Machine Learning

Method of Delivery: These are taught sessions at the London, Newport and Titchfield ONS sites.

Target audience: This is aimed at any staff from across the ONS/GSS, who are keen to raise their knowledge of Python.

Event Length: At the Newport ONS site, sessions are delivered in 6 x 1-hour sessions across a number of weeks. At the London and Titchfield sites, sessions are delivered in one 6 hour day.

Cost and pre-requisites

This course is free to ONS staff. For Government staff who are external to ONS, the course fee is £116. There are no pre-requisites for this course although some knowledge of Python might be useful.

Learning Academy Directory: **Analytical**

Category: Data Science – Computing Courses - Intermediate

Title: Introduction to Coding in R – **ONS/GSS**

Brief description: This is a one-day classroom taught course that introduces participants to coding in R. The course aims to introduce the R syntax, several of the in-built features of R, as well as how to structure an R program. The course also teaches participants how to take an existing code base, and understand and adapt what it does.

Learning outcomes: By the end of the course, participants will:

- be able to create a R program and run it, assessing output;
- understand R code written by others;
- describe and use built in mathematical and string operations;
- read data from files into data tables;
- manipulate tables;
- write data tables to files;
- perform summary functions on whole datasets and groupings;
- combine data tables;
- develop control structures and conditional statements;
- understand usage of modules and where to find more;
- create simple graphs; and
- be able to write their own functions for re-use.

Method of Delivery

This is a one day taught session, at the London, Newport and Titchfield ONS sites.

Target audience

This is aimed at any staff from across the ONS/GSS, who are keen to learn to programme using R.

Event Length

One day

Cost and pre-requisites

This course is currently free to ONS staff. For Government staff who are external to ONS, the course fee is £116. There are no pre-requisites for this course; no knowledge of R is assumed.

Learning Academy Directory: **Analytical**

Category: Data Science – Computing Courses - Intermediate

Title: Introduction to Graphics in R – **ONS/GSS**

Brief description: This is a one-day classroom taught course that builds on the knowledge gleaned from the Introduction to Coding in R course. The course aims to introduce participants to simple plots, and to explore how to produce graphics in R. The course introduces the ‘Lattice’ package and closes with the ‘ggplot2’ package, both of which can be used for advanced graphical outputs.

Learning outcomes: By the end of the course, participants will:

- understand how to produce histograms, bar charts and scatter plots;
- be able to explore data using graphics in R; and
- understand how to customise graphical outputs.

Method of Delivery

This is a one day taught session, at the London, Newport and Titchfield ONS sites.

Target audience

This is aimed at any staff from across the ONS/GSS, who are keen to develop their R programming skills.

Event Length

One day

Cost and pre-requisites

This course is currently free to ONS staff. For Government staff who are external to ONS, the course fee is £116. The Introduction to Coding in R course is a pre-requisite for this course.

Learning Academy Directory: **Analytical**

Category: Data Science – Computing Courses - Intermediate

Title: Application of R in Statistics – **ONS/GSS**

Brief description: *This course is currently under development. This will be a one day taught classroom based course, aimed at instructing participants in how to use R to clean, sort and analyse data. This is a computer based session for the application of R.*

Method of Delivery

This is a one day taught session, at the London, Newport and Titchfield ONS sites.

Target audience

This is aimed at any staff from across the ONS/GSS, who are keen to advance their R programming skills.

Event Length

One day

Cost and pre-requisites

This course is currently free to ONS staff. For Government staff who are external to ONS, the course fee is £116. The Introduction to Coding in R course is a pre-requisite for this course.

Learning Academy Directory: **Analytical**

Category: Data Science – Computing Courses - Intermediate

Title: Introduction to Coding in Python - **ONS/GSS**

Brief description: This is a one-day classroom taught course that introduces participants to coding in Python. The course aims to introduce the Python syntax and several of the in-built features of Python, as well as how to structure a program in Python. The course also teaches participants how to take an existing code base, and understand and adapt what it does.

Learning outcomes: By the end of the course, participants will:

- be able to create a python program and run it, assessing output
- understand python code written by others
- describe and use built in mathematical and string operations
- read data from files into pandas data tables
- manipulate tables
- write pandas data tables to files
- perform summary functions on whole datasets and groupings
- combine pandas data tables
- develop control structures and conditional statements
- understand usage of modules and where to find more
- create simple graphs using seaborn and pandas, with customisation through matplotlib
- be able to write their own functions for re-use

Method of Delivery: This is a one day taught session, at the London, Newport and Titchfield ONS sites.

Target audience: This is aimed at any staff from across the ONS/GSS, who are keen to learn to programme using Python.

Event Length: One day

Cost and pre-requisites

This course is currently free to ONS staff. For Government staff who are external to ONS, the course fee is £116. There are no pre-requisites for this course; no knowledge of Python is assumed.

Learning Academy Directory: **Analytical**

Category: Data Science – Computing Courses - Intermediate

Title: Introduction to Graphics in Python – **ONS/GSS**

Brief description: This is a one-day classroom taught course that builds on the knowledge gleaned from the Introduction to Coding in Python course. The course aims to introduce participants to simple plots, and to explore how to produce graphics in Python.

Learning outcomes: By the end of the course, participants will:

- understand how to produce histograms, bar charts and scatter plots;
- be able to explore data using graphics in R; and
- understand how to customise graphical outputs.

Method of Delivery:

This is a one day taught session, at the London, Newport and Titchfield ONS sites.

Target audience:

This is aimed at any staff from across the ONS/GSS, who are keen to develop their Python programming skills.

Event Length:

One day

Cost and pre-requisites:

This course is currently free to ONS staff. For Government staff who are external to ONS, the course fee is £116. The Introduction to Coding in Python course is a pre-requisite for this course.

Learning Academy Directory: **Analytical**

Category: Data Science - Computing Courses Intermediate / Advanced

Title: Mango Solutions (External Provider)

Various – ONS/GSS

The ONS Learning Academy is currently working with an external provider called Mango Solutions to provide ONS and GSS analytical staff with a selection of training courses. The aim of the courses will be to develop analytical staff coding applications in R and/or Python.

Courses being considered are:

Intro to R, Intro to Python, The GLM, Model Predictions and Simulations, The Data Science Ecosystem, Interactive Graphics with D3, Scalable Analytics: Parallel, Grid and Cloud Computing, Advanced Programming in R, Intro to Spark, Intro to Model based Optimisation, Machine Learning Approaches, Version Control and Collaborative Working, Creating R Packages, Sourcing and scraping web data in Python, Graphics in R, Graphics in Python, Presenting Results with Shiny and Shiny Dashboard, Continuous Integration and Testing.

Method of Delivery

These are taught courses either one or two days in length. Delivery will take place at the London, Newport and Titchfield ONS sites. A further venue is being sought in the north of England.

Target audience

This is aimed at analytical staff from across the ONS/GSS, who are keen to apply their coding skills.

Event Length

One or two days

Cost and pre-requisites

Course fees will apply to ONS and GSS staff and will vary.

Learning Academy Directory: **Analytical**

Category: Data Science – Computing Courses – Facilitated E-Learning - Intermediate

Title: Drop In DataCamp Introduction to R and Introduction to Python – ONS only

Brief description: These Facilitator-led sessions enable participants to work through the DataCamp online learning modules together. This is less instruction; more self learning with assistance in the room should you need it. The sessions are run in one hour sessions across approximately 6 weeks, or until the course is complete.

Learning outcome: By the end of the courses, participants will understand how the following work in coding environments:

- Vectors
- Matrices
- Factors
- Data Frames
- Lists
- Functions and Packages
- Numpy

Method of Delivery:

These one hour sessions are delivered at the Newport and Titchfield ONS sites.

Target audience:

This is aimed at any staff from across the ONS, who are keen to develop basic R and/or Python programming skills.

Event Length:

One hour sessions are delivered across approximately 6 weeks.

Cost and pre-requisites:

This course is free to ONS staff and is currently not available to the GSS. There are no pre-requisites for this course

Learning Academy Directory: **Analytical**

Category: Data Science – Computer Courses – E-Learning - Intermediate

Title: DataCamp online courses in R and/or Python – ONS/GSS

Brief description: This is an introductory level e-learning course in R and/or Python. Both are available via the DataCamp online portal free of charge, allowing you to learn at your own pace. You do not need to have R or Python installed on your computer, as these course run through a browser. Courses are aimed at newcomers.

Learning outcome: By the end of the course(s), participants will understand how the following are applied in coding environments:

- Vectors
- Matrices
- Factors
- Data Frames
- Lists
- Functions and Packages
- Numpy

Method of Delivery:

E-Learning via an online virtual browser. Study is undertaken at participant's own pace.

Target audience:

This is aimed at staff from across the ONS and GSS, who are keen to develop basic R and/or Python programming skills.

Event Length:

One of the courses can be successfully completed within 4 – 6 hours, depending on your level of coding ability.

Cost and pre-requisites:

Free via [DataCamp \(www.datacamp.com\)](http://www.datacamp.com). There are no pre-requisites for this course.

Learning Academy Directory: **Analytical**

Category: Data Science – Computer Courses – E-Learning - Intermediate

Title: Further DataCamp online courses in R and Python – ONS/GSS

Brief description: These courses build on the Intro to R and/or Python, and aim to embed and stretch coding knowledge and skill in a practical way. These are offered through online e-learning, allowing you to learn at your own pace. You do not need to have R or Python installed on your computer, as these course run through a browser. Courses are free through the allocation of a 'seat' via the ONS Learning Academy. Seats are allocated on a 2 weekly basis, enabling you to work your way through as many courses as you can in this time. After your 2 week allocation, your seat is returned for the next person. You may rejoin the waiting list if you require a further 2 week allocation (NB – waiting lists are currently short!).

There are over 50 courses available, including:

- Programming
- Importing and Cleaning Data
- Data Manipulation
- Data Visualisation
- Probability and Statistics
- Machine Learning
- Applied Finance
- Reporting
- Case Studies

Method of Delivery: E-Learning via an online virtual browser. Study is undertaken at participant's own pace.

Target audience: This is aimed at analytical staff from across the ONS and GSS, who are keen to develop R and/or Python programming skills.

Event Length: Course length will vary, please see [DataCamp \(www.datacamp.com\)](https://www.datacamp.com) for more details.

Cost and pre-requisites

Courses are free through the allocation of a 'seat' via the ONS Learning Academy. Seats are allocated on a 2 weekly basis. If you do not wish to follow the 'seat' allocation option, then each course will have associated costs that will apply to your department. Pre-requisites for the more advanced courses are the Intro to R and/or Python DataCamp course(s)

Learning Academy Directory: **Analytical**

Category: Data Science – Computer Courses – E-Learning - Intermediate

Title: Coursera Data Science Specialisation – **ONS/GSS**

Brief description: This is an online e-learning course that has been designed by Johns Hopkins University. It is composed of 10 modules that run sequentially within set dates. The course aims to explain concepts and tools required throughout the entire data science pipeline, from asking the right kinds of questions to making inferences and publishing results. The practical modules enable you to apply the skills learned by building a data product using real-world data. You can take the course for free from accessing the course here - www.coursera.org/jhu.

Courses included in this specialisation are:

- The Data Scientist's Toolbox
- R Programming
- Getting and Cleaning Data
- Exploratory Data Analysis
- Reproducible Research
- Statistical Inference
- Regression Models
- Practical Machine Learning
- Developing Data Products
- Data Science Capstone

Method of Delivery

E-Learning via an online virtual browser. Study is undertaken within set dates/times but ample time is given for completion of each module.

Target audience

This is aimed at analytical staff from across the ONS and GSS, who are keen to develop R programming skills and apply coding skills to various statistical techniques.

Event Length

The 10 modules span a three month window, however you may require more or less depending upon your available time. Most complete this

course between 3 – 6 months. Find the next enrolment date here - <https://www.coursera.org/specializations/jhu-data-science#about>

Cost and pre-requisites

The course is free if you do not wish to earn a certificate* on completion of the course. There are no real pre-requisites for this course, however it is recommended that you have some programming experience (in any language) and a basic working knowledge of mathematics up to algebra (note that neither calculus nor linear algebra are required).

*Coursera courses and certificates don't carry university credit hence we recommend that the course is undertaken for free. If you do wish to obtain the certificate, a monthly enrolment fee is charged.

Learning Academy Directory: **Analytical**

Category: Data Science – Computing Courses – Intermediate/
Advanced

Title: Mango Solutions (External Provider)

Various – ONS/GSS

The ONS Learning Academy is currently working with an external provider called Mango Solutions to provide ONS and GSS analytical staff with a selection of training courses. The aim of the courses will be to develop analytical staff coding applications in R and/or Python.

Courses being considered are:

Intro to R, Intro to Python, The GLM, Model Predictions and Simulations, The Data Science Ecosystem, Interactive Graphics with D3, Scalable Analytics: Parallel, Grid and Cloud Computing, Advanced Programming in R, Intro to Spark, Intro to Model based Optimisation, Machine Learning Approaches, Version Control and Collaborative Working, Creating R Packages, Sourcing and scraping web data in Python, Graphics in R, Graphics in Python, Presenting Results with Shiny and Shiny Dashboard, Continuous Integration and Testing.

Method of Delivery

These are taught courses either one or two days in length. Delivery will take place at the London, Newport and Titchfield ONS sites. A further venue is being sought in the north of England.

Target audience

This is aimed at analytical staff from across the ONS/GSS, who are keen to apply their coding skills.

Event Length

One or two days

Cost and pre-requisites

Course fees will apply to ONS and GSS staff and will vary.

Category: RAS Learning and Development

Title: RAS Induction

Brief description: Introduction to the RAS community for new starters at any grade

Learning outcomes:

- To provide an introduction to the RAS community for new starters
- To learn about opportunities available for analytical staff within ONS for career development and training
- To learn about role of RAS committee
- To network with other analytical staff

Method of Delivery: Seminar

Target audience: New staff at any grade who align to one of the following government professions: Government Social Research, Government Operational Research Service, Government Economics Service, Government Statisticians Group

Event length: Usually 1-2 hours

The RAS Committee on each site will invite new starters to attend an induction within their first few weeks/month. The induction is held at Titchfield and Newport exclusively for staff at respective sites.

Category: RAS Learning and Development

Title: RAS Events / RAS Technical Seminars

Brief description: Regular (usually monthly) seminar series for ONS analytical staff, organized by RAS committee. This is an opportunity for analytical staff to present their research in an informal and supportive environment. Seminars may also include presentations from external stakeholders.

Learning outcomes

- To gain knowledge of research, analysis and outputs being produced by analytical community
- To network with other analytical staff

Method of Delivery: Seminar

Target audience: Primarily aimed at RAS community, but talks open to all staff

Event length: 1 hour

Cost: Free

These events are hosted in both Titchfield and Newport sites and usually a video link is provided. London are able to dial into the talks

Category: RAS Learning and Development

Title: RAS Competency-based interviewing workshop

Brief description: This two hour workshop provided by the RAS committee will introduce approaches and hints and tips for completing competency-based applications and preparing for competency-based interviews using the Civil Service Competency Framework. You will be able to practice your interview examples and get feedback from your group.

Learning outcomes:

- Understand how to use the STAR or other structures to give your competency examples more impact
- Hints and tips for preparing your application or for your interview
- Support RAS EOs discussions on development requirements for promotion to RO with line managers

Method of Delivery: 2 hour workshop

Target audience: Placement students, RAS EOs and Statistical Officers, RO and equivalents, SRO and equivalents

Event length: 2 hour workshop, usually available once per month

Cost: Free

Category: RAS Learning and Development

Title: RAS Conference

Brief description: Annual conference for analytical staff to share their research in an informal and supportive environment.

Learning outcomes: Attending the conference is an essential way to help in knowledge transfer as well as improving networking. Attending the conference will help to:

- Develop more of a consistent approach across the professional groups within ONS
- Share knowledge across professional groups within ONS
- Encourage RAS staff to learn about the work that goes on across the ONS
- Encourage RAS staff to develop links and contacts with people across sites, directorates and divisions

Target audience: Primarily aimed at RAS community

Event length: One day, annually

Cost: Free

The event is hosted annually at either Titchfield or Newport (alternating each year) and staff are provided transport between sites. The conference is streamed live to the non-host site for staff unable to travel.