

PROPOSED AMENDMENT TO THE PSC CS regs 2015

Ref:	Amendment PSC CS regs 15 – 042
Re:	Section G, Regs 18 - 28: Appointments to positions in the Civil Service
Proposal:	To remove references to essential GCSE qualifications from AO, EO and Secretarial Grades - qualifications and entry requirements.
Existing Regulation:	<p>18. Conditions of Appointment</p> <p>Last updated: 15 January 2008 - Ref: 07-061</p> <p>For appointment to a post in the Isle of Man Civil Service, an applicant must meet the standards set in respect of qualifications, experience, health and any other conditions relevant to the post set by the Public Services Commission. Such requirements will be stated in the Terms and Conditions of Service leaflet when a post is advertised.</p> <p>Applicants for all posts must be aged between 16 and 64 years of age on the date of appointment (both dates inclusive).</p> <p>Successful applicants who are offered a permanent position in the Civil Service will be required to undergo pre-employment medical screening before being appointed to ensure that they are physically and mentally fit to do the work that they have applied for.</p> <p>Appointments to Civil Service posts by transfer, external recruitment or promotion are made in accordance with the Recruitment & Selection Policy, a copy of which can be found in the Public Services Commission Civil Service Regulations Handbook 2015.</p> <p>19. Acceptable Qualifications and Entry Requirements</p> <p>Last updated: 28 November 2012 - Amendment No 12-038</p> <p>A list of Acceptable Qualifications can be found in the Public Services Commission Civil Service Regulations Handbook 2015, as can a Grade Description for each grade. (These are listed by grade e.g. Administrative Assistant (Grade Description)). The following posts have specific entry requirements:-</p> <ul style="list-style-type: none">• Administrative Assistant• Administrative Officer• Executive Officer• Secretary• Senior Secretary• Personal Secretary• Executive Secretary <p>Further Information</p> <p>Further information about Employee Development and the range of training courses available, can be obtained from the Learning, Education</p>

[and Development \(LEaD\).](#)

Further information about Recruitment and Selection can be obtained from your Recruitment Administration Section if your department has one or alternatively, from [Office of Human Resources](#).

Details of the [Relocation Expenses Scheme](#) which includes Relocation Grants, Interest Free Advances of Salary, the Housing Assistance Scheme and the [Interview Expenses Scheme – Claim Form](#), can be found in the [Public Services Commission Civil Service Regulations Handbook 2015](#).

20. Administrative Assistant - Entry Requirements

To be appointed as an Administrative Assistant (AA), an applicant must:

- possess basic clerical and communication skills

21. Administrative Officer - Entry Requirements

Last updated: 16 June 2014- Amendment No. [14-011](#)

To be appointed as an Administrative Officer (AO), an applicant must have either:

- 5 GCSEs at grade C or above, or equivalent, one of which must be English Language; details of acceptable alternative qualifications can be found in the [Public Services Commission Civil Service Regulations Handbook 2015](#)), or
- be a serving civil servant with a GCSE in English Language at grade C or above and 3 years' service with at least 2 consecutive annual reports rated as 'Good' (or better), (not including the final probationary report), with a written recommendation from the current line manager confirming satisfactory performance and suitability for promotion, with evidence that the civil servant has demonstrated the required competencies outlined in the job description, or
- passed the Civil Service Entry Skills Test.

Applications for AO posts will also be considered from candidates who can provide evidence to demonstrate that they have previously served in the Isle of Man or UK Civil Service at the AO grade or higher, in a satisfactory manner for a period of at least 12 months.

Note: Following the expiry of the 12 month trial period, the Public Services Commission has determined that the [Civil Service Entry Skills Test](#) be discontinued for Administrative Officer (AO) and Executive Officer (EO) grades with effect from 12 May 2014. The last Civil Service Entry Skills Test will take place on 12 June 2014 and candidates who have applied for and who have receipted payments by 9 June 2014 can sit the test. Entry requirements for these grades are detailed within Civil Service Regulations G21 and G23 respectively.

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23. Executive Officer - Entry Requirements

Last updated: 16 June 2014 - Amendment No. [14-011](#)

To be appointed as an Executive Officer (EO), an applicant must have:

- 5 GCSEs at grade C or above, or equivalent, one of which must be English Language; ([Acceptable Qualifications & the National Qualifications Framework](#) can be found in the [Civil Service Regulations Handbook](#)), or
- be a serving Administrative Officer and have at least two years relevant experience in an office environment, or
- passed the Civil Service Entry Skills Test.

Applications for EO posts can also be accepted from candidates who can provide evidence to demonstrate that they have previously served in the Isle of Man or UK Civil Service at the EO grade or higher, in a satisfactory manner for a period of at least 12 months.

Note: Following the expiry of the 12 month trial period, the Public Service Commission has determined that the [Civil Service Entry Skills Test](#) be discontinued for Administrative Officer (AO) and Executive Officer (EO) grades with effect from 12 May 2014. The last Civil Service Entry Skills Test will take place on 12 June 2014 and candidates who have applied for and who have receipted payments by 9 June 2014 can sit the test. Entry requirements to these grades are detailed within Public Services Commission Civil Service Regulations 2015 G21 and G23 respectively.

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25. Secretary - Entry Requirements

Last amended: 23 January 2009 - Amendment No. [08-025](#)

To be appointed as a Secretary, an applicant must:

- hold GCSE English Language at Grade C or above or equivalent or 10 years' satisfactory secretarial experience (relevant experience outside of the Civil Service can be accepted) and
- hold an acceptable external qualification in text processing (e.g. OCR Text Production (Advanced) distinction or RSA III Test Processing Part 1 with distinction) or pass the Civil Service Typewriting Grading Test. (Further information on the [Secretarial Grading Tests](#) and [Acceptable Qualifications](#) can be found in the [Public Services Commission Civil Service Regulations Handbook 2015](#)).

26. Senior Secretary - Entry Requirements

Last amended 23 January 2009 - Amendment No. [08-028](#)

To be appointed as a Senior Secretary, an applicant must:

- hold GCSE English Language at Grade C or above or equivalent **and**
- hold an acceptable external qualification in text processing and audio transcription (e.g. OCR Text Production (Advanced) distinction and OCR Audio transcription (Advanced) distinction or RSA III Text Processing Part 1 with distinction and RSA III Audio transcription Part 2 with distinction; **or**
- pass the Civil Service Typewriting Grading Test and Audio Grading Test. (Further information on the [Secretarial Grading Tests](#) and [Acceptable Qualifications](#) can be found in the [Public Services Commission Civil Service Regulations Handbook 2015](#)), **and**
- have at least 1 year's relevant experience of duties in the Secretary grade description (relevant experience outside of the Civil Service can be accepted), or
- hold relevant advanced qualification (e.g. OCR Word Processing (Advanced) pass, or OCR Document Presentation (Advanced) pass, or RSA III Word Processing Part 2 pass, or RSA III Document Presentation Part 2 pass).

27. Personal Secretary - Entry Requirements

Last amended 23 January 2009 - Amendment No. [08-026](#)

To be appointed as a Personal Secretary, an applicant must:

- hold GCSE English Language at Grade C or above or equivalent and
- hold an acceptable external qualification in text processing and audio transcription (e.g. OCR Text Production (Advanced) distinction and OCR Audio transcription (Advanced) distinction or RSA III Text Processing Part 1 with distinction and RSA III Audio transcription Part 2 with distinction; or pass the Civil Service Typewriting Grading Test and Audio Grading Test. (Further information on the [Secretarial Grading Tests](#) and [Acceptable Qualifications](#) can be found in the [Public Services Commission Civil Service Regulations Handbook 2015](#)), and
- have at least 2 year's relevant experience of duties in the Secretary grade description (relevant experience outside of the Civil Service can be accepted).

28. Executive Secretary - Entry Requirements

Last amended: 23 January 2009 - Amendment No. [08-027](#)

To be appointed as an Executive Secretary, an applicant must:

- hold GCSE English Language at Grade C or above or equivalent and
- hold an acceptable external qualification in text processing and audio transcription (e.g. OCR Text Production (Advanced) distinction and OCR Audio transcription (Advanced) distinction or RSA III Text Processing Part 1 with distinction and RSA III Audio

	<p>transcription Part 2 with distinction; or pass the Civil Service Typewriting Grading Test and Audio Grading Test. (Further information on the Secretarial Grading Tests and Acceptable Qualifications can be found in the Public Services Commission Civil Service Regulations Handbook 2015), and</p> <ul style="list-style-type: none"> • have at least 2 year's relevant experience of duties in the Senior or Personal Secretary grade (relevant experience outside of the Civil Service can be accepted).
<p>Proposed Amendment:</p>	<p>18. Conditions of Appointment</p> <p>Last updated: 15 January 2008 - Ref: 07-061</p> <p>For appointment to a post in the Isle of Man Civil Service, an applicant must meet the standards set in respect of qualifications, experience, health and any other conditions relevant to the post set by the Public Services Commission. Such requirements will be stated in the Terms and Conditions of Service leaflet when a post is advertised.</p> <p>Applicants for all posts must be aged between 16 and 64 years of age on the date of appointment (both dates inclusive).</p> <p>Successful applicants who are offered a permanent position in the Civil Service will be required to undergo pre-employment medical screening before being appointed to ensure that they are physically and mentally fit to do the work that they have applied for.</p> <p>Appointments to Civil Service posts by transfer, external recruitment or promotion are made in accordance with the Recruitment & Selection Policy, a copy of which can be found in the Public Services Commission Civil Service Regulations Handbook 2015.</p> <p>19. Acceptable Qualifications and Entry Requirements</p> <p>Last updated: 28 November 2012 January 2019 - Amendment No 12-03815-042</p> <p>A list of Acceptable Qualifications can be found in the Public Services Commission Civil Service Regulations Handbook 2015, as can a Grade Description for each grade. (These are listed by grade e.g. Administrative Assistant Grade Description). The following posts have specific entry requirements:-</p> <ul style="list-style-type: none"> • Administrative Assistant • Administrative Officer • Executive Officer • Secretary • Senior Secretary • Personal Secretary • Executive Secretary <p>Further Information</p> <p>Further information about Employee Development and the range of</p>

training courses available, can be obtained from the [Learning, Education and Development \(LEaD\)](#).

Further information about Recruitment and Selection can be obtained from your Recruitment Administration Section if your department has one or alternatively, from [Office of Human Resources](#).

Details of the [Relocation Expenses Scheme](#) which includes Relocation Grants, Interest Free Advances of Salary, the Housing Assistance Scheme and the [Interview Expenses Scheme](#) – Claim Form, can be found in the [Public Services Commission Civil Service Regulations Handbook 2015](#).

20. Administrative Assistant – Entry Requirements

~~To be appointed as an Administrative Assistant (AA), an applicant must:~~
~~possess basic clerical and communication skills~~**Blank**

21. Administrative Officer – Entry Requirements

Last updated: ~~16 June 2014~~ ~~January 2019~~ Amendment No. ~~14-01115-042~~

~~To be appointed as an Administrative Officer (AO), an applicant must have either:~~

- ~~• 5 GCSEs at grade C or above, or equivalent, one of which must be English Language; details of acceptable alternative qualifications can be found in the [Public Services Commission Civil Service Regulations Handbook 2015](#)), or~~
- ~~• be a serving civil servant with a GCSE in English Language at grade C or above and 3 years' service with at least 2 consecutive annual reports rated as 'Good' (or better), (not including the final probationary report), with a written recommendation from the current line manager confirming satisfactory performance and suitability for promotion, with evidence that the civil servant has demonstrated the required competencies outlined in the job description, or~~
- ~~• passed the Civil Service Entry Skills Test.~~

~~Applications for AO posts will also be considered from candidates who can provide evidence to demonstrate that they have previously served in the Isle of Man or UK Civil Service at the AO grade or higher, in a satisfactory manner for a period of at least 12 months.~~

~~**Note: Following the expiry of the 12 month trial period, the Public Services Commission has determined that the Civil Service Entry Skills Test be discontinued for Administrative Officer (AO) and Executive Officer (EO) grades with effect from 12 May 2014. The last Civil Service Entry Skills Test will take place on 12 June 2014 and candidates who have applied for and who have receipted payments by 9 June 2014 can sit the test. Entry requirements for these grades are detailed within**~~

~~Civil Service Regulations G21 and G23 respectively.~~Blank

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23. ~~Executive Officer – Entry Requirements~~

Last updated: ~~16 June 2014, January 2019~~ -- Amendment No. ~~14-01115-042~~

~~To be appointed as an Executive Officer (EO), an applicant must have:~~

- ~~• 5 GCSEs at grade C or above, or equivalent, one of which must be English Language; (Acceptable Qualifications & the National Qualifications Framework can be found in the Civil Service Regulations Handbook), or~~
- ~~• be a serving Administrative Officer and have at least two years relevant experience in an office environment, or~~
- ~~• passed the Civil Service Entry Skills Test.~~

~~Applications for EO posts can also be accepted from candidates who can provide evidence to demonstrate that they have previously served in the Isle of Man or UK Civil Service at the EO grade or higher, in a satisfactory manner for a period of at least 12 months.~~

~~**Note: Following the expiry of the 12 month trial period, the Public Service Commission has determined that the Civil Service Entry Skills Test be discontinued for Administrative Officer (AO) and Executive Officer (EO) grades with effect from 12 May 2014. The last Civil Service Entry Skills Test will take place on 12 June 2014 and candidates who have applied for and who have receipted payments by 9 June 2014 can sit the test. Entry requirements to these grades are detailed within Public Services Commission Civil Service Regulations 2015 G21 and G23 respectively.**~~Blank

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25. Secretary - Entry Requirements

Last amended: ~~23 January 2009, January 2019~~ -- Amendment No. ~~08-02515-042~~

To be appointed as a Secretary, an applicant must:

- ~~• hold GCSE English Language at Grade C or above or equivalent or 10 years' satisfactory secretarial experience (relevant experience outside of the Civil Service can be accepted) and~~
- hold an acceptable external qualification in text processing (e.g. OCR Text Production (Advanced) distinction or RSA III Test Processing Part 1 with distinction) or pass the Civil Service Typewriting Grading Test. (Further information on the Secretarial Grading Tests and Acceptable Qualifications can be found in the Public Services Commission Civil Service Regulations Handbook 2015).

26. Senior Secretary - Entry Requirements

Last amended ~~23 January 2009~~ January 2019 - Amendment No. ~~08-02815-042~~

To be appointed as a Senior Secretary, an applicant must:

- ~~• hold GCSE English Language at Grade C or above or equivalent and~~
- hold an acceptable external qualification in text processing and audio transcription (e.g. OCR Text Production (Advanced) distinction and OCR Audio transcription (Advanced) distinction or RSA III Text Processing Part 1 with distinction and RSA III Audio transcription Part 2 with distinction; **or**
- pass the Civil Service Typewriting Grading Test and Audio Grading Test. ~~(Further information on the Secretarial Grading Tests and Acceptable Qualifications can be found in the Public Services Commission Civil Service Regulations Handbook 2015);~~ **and**
- have at least 1 year's relevant experience of duties in the Secretary grade description (relevant experience outside of the Civil Service can be accepted), **or**
- hold relevant advanced qualification (e.g. OCR Word Processing (Advanced) pass, or OCR Document Presentation (Advanced) pass, or RSA III Word Processing Part 2 pass, or RSA III Document Presentation Part 2 pass).

27. Personal Secretary - Entry Requirements

Last amended ~~23 January 2009~~ January 2019 - Amendment No. ~~08-02615-042~~

To be appointed as a Personal Secretary, an applicant must:

- ~~• hold GCSE English Language at Grade C or above or equivalent and~~
- hold an acceptable external qualification in text processing and audio transcription (e.g. OCR Text Production (Advanced) distinction and OCR Audio transcription (Advanced) distinction or RSA III Text Processing Part 1 with distinction and RSA III Audio transcription Part 2 with distinction; **or** pass the Civil Service Typewriting Grading Test and Audio Grading Test. ~~(Further information on the Secretarial Grading Tests and Acceptable Qualifications can be found in the Public Services Commission Civil Service Regulations Handbook 2015);~~ **and**
- have at least 2 year's relevant experience of duties in the Secretary grade description (relevant experience outside of the Civil Service can be accepted).

28. Executive Secretary - Entry Requirements

Last amended: ~~23 January 2009~~ January 2019 - Amendment No. ~~08-02715-042~~

To be appointed as an Executive Secretary, an applicant must:

- ~~• hold GCSE English Language at Grade C or above or equivalent~~

	<p><u>and</u></p> <ul style="list-style-type: none"> • hold an acceptable external qualification in text processing and audio transcription (e.g. OCR Text Production (Advanced) distinction and OCR Audio transcription (Advanced) distinction or RSA III Text Processing Part 1 with distinction and RSA III Audio transcription Part 2 with distinction; or pass the Civil Service Typewriting Grading Test and Audio Grading Test. (Further information on the Secretarial Grading Tests and Acceptable Qualifications can be found in the Public Services Commission Civil Service Regulations Handbook 2015), and • have at least 2 year's relevant experience of duties in the Senior or Personal Secretary grade (relevant experience outside of the Civil Service can be accepted). <p><u>Last updated: January 2019 PSC Amendment: PSC 15-042</u></p>
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Agreed and authorised by:

Signed on behalf of
Prospect

Michael Charles Perel

Date: 12/12/18

Signed on behalf of Unite
the Union

S. Hulsan

Date: 3/1/19

Signed on behalf of the
Commission

[Signature]

Date: 12/12/18
