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Certification

Your staff have been selected to follow the certification procedure: their success depends on you too!

A short while ago, the list was finalised of assistant grade staff selected for the certification procedure from among those whom managers had identified as having demonstrated the potential to become successful administrators.

These candidates now embark on the arduous compulsory training programme. The first part of this runs from **30th May to 22nd June**, to be followed by an individual study period equivalent to 10 days work, and the second part of course-based training from the last part of **September to mid-October**.

All managers should bear in mind that certification candidates must take part in the whole training programme in order to be admitted to the examinations. To give them the best chance of succeeding, give them as much help as you can: please **do not call them back to the office** whilst they are training. Please remember too that although there are no courses on Wednesdays – partly to help staff working part-time and partly to give some time out – candidates are not expected to turn up in their offices on these days. And candidates are entitled to **five days special leave** – on days to be agreed with you – to help them carry out their individual studies in July-August between the two blocks of training courses. This is of course separate from any normal annual leave they decide to take.

Certification is tough – in the first procedure last year just under one in three failed to make the grade. It's also a **big investment** in time and money, so please give your candidates the best chance of succeeding by letting them concentrate on their studies. You've said that they have the potential. Now help them to prove you were right!

David Walker, Director of the EAS