



Wales Office
Swyddfa Cymru



Wales Office
Gwydyr House
London, SW1A 2NP

Swyddfa Cymru
Tŷ Gwydyr
Llundain, SW1A 2NP

E walesofficefoi@walesoffice.gsi.gov.uk
W www.walesoffice.gov.uk

November 2015

REFERENCE: 15FOI 172

You requested the following information:-

- 1. The amount spent by the department on training days and training courses for employees and civil servants for the following financial years: 2014/15, 2013/14, 2012/13. Please breakdown by year.**
- 2. The number of employees and civil servants who attended these courses. Please breakdown by year.**
- 3. A list of the courses/training days paid for and the provider of the training. Please breakdown by year.**
- 4. The most spent on training and courses for one individual and the number of courses they have attended. Please breakdown by year.**

If possible please provide this as the amount spent on each course, the number that attended this, and the name of the course.

We have handled your request under the Freedom of Information Act 2000.

A1 and A2)

Financial Year	Training Spend (£)	Number of Staff attending courses
2012-13	6,043.00	5
2013-14	14,225.88	17
2014-15	9,936.05	28

A3)

FY 2012-13 Training courses	Provider of training	Length of time
CETC financial accounting	CIPFA	Over FY 12-13
The Influential audit committee	CIPFA	1 day
Westminster Explained	DODS PARLIAMENTARY COMMUNICATIONS	1 day
Welsh language lessons	ELIESHA TRAINING LTD	18 x 2 hour slots

FY 2013-14 Training course	Provider of training	Length of time
Employment law update	ACAS	1 day
Financial accounting qualification	ACCA	FY 13-14
Briefings and submissions	CAPITA	1 day
Budget management	CAPITA	1 day
Grade 6/7 leadership master class	CAPITA	1 day
Managing people, managing teams	CAPITA	1 day
Professional writing skills	CAPITA	1 day
Welsh Language lessons	CITY LIT	2 x 60 hours
BPAC – Behavioural Policy Appraisal	EML Learning	1 day
Apprenticeship Programme for employee above 24 years of age	HAWK training	18 months
Financial accounting qualification	KAPLAN FINANCIAL	FY 13-14
Wales legal conference	KBW	1 day
The state of the Economy	Market Force	1 day

FY 2014-15 Training course	Provider of training	Length of time
Advanced communication skills: Presenting to large audiences	CAPITA	2 days
Bill team training	CAPITA	2 days
Briefings and submissions	CAPITA	1 day
CMI Level 3 award in first line management	CAPITA	1 day
Command of the English language	CAPITA	1 day
Crossing thresholds programme	CAPITA	10 days
Emergency first aid at work	CAPITA	1 day
First Aid at Work skills refresher	CAPITA	1 day
Managing business performance – working across boundaries	CAPITA	1 day
Managing self – Personal Impact and Effectiveness	CAPITA	1 day
Ministerial Correspondence	CAPITA	1 day
Oral briefing for your Ministers/Senior Officials	CAPITA	1 day
SCS base camp – Taking leadership to the next level	CAPITA	1 day
Writing to the public	CAPITA	1 day
The EU	CIVIL SERVICE COLLEGE	1 day
Communications Workshop	ERAS	0.5 days
Welsh local authority conference	KBW	1 day
State of the Economy	Market Force	1 day

A4) The most spent on a single individual in:

2012/13 was £785 for three courses over the financial year period of time.

2013/14 was £1860 for a mature employee to undertake an NVQ involving monthly local visits to the workplace by a tutor and on the job and e-learning activities over an 18 month period.

2014/15 was for £1494 for a positive action scheme programme over a 10 day period to prepare the individual for progression within the civil service.