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Date: 27 September 2011

Reference: 19560

Dear Mr Preston,

Thank you for your e-mail of 1 August 2011, in which you ask for information about Civil Service Learning. Your request has been handled as a request for information under the Freedom of Information Act 2000.

I am able to disclose the information set out in the enclosed Annex.

In keeping with the Freedom of Information Act, we assume that all information can be released to the public unless it is exempt. In line with normal practice we are therefore releasing the information which you requested via the Home Office website.

I hope that this information meets your requirements. I would like to assure you that we have provided you with all relevant information that the Home Office holds.

If you are dissatisfied with this response you may request an independent internal review of our handling of your request by submitting a complaint within two months to the address below, quoting reference 19650. If you ask for an internal review, it would be helpful if you could say why you are dissatisfied with the response.

Information Access Team
Home Office
Ground Floor, Seacole Building
2 Marsham Street
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e-mail: info.access@homeoffice.gsi.gov.uk

As part of any internal review the Department's handling of your information request will be reassessed by staff who were not involved in providing you with this response. If you remain dissatisfied after this internal review, you would have a right of complaint to the Information Commissioner as established by section 50 of the Freedom of Information Act.

Yours sincerely

Rachel Anderson

Annex

Freedom of Information request from Mr Mick Preston (reference 19560)

Information requested

(a) Civil Service Learning organisation chart showing breakdown of staff by grade and the associated pay range (please note I do not wish to know the names of individuals occupying posts) and whether or not the post is vacant.

(b) The business plan for Civil Service Learning - including budget and critical success measures for the organisation.

(c) How much Civil Service Learning planned to spend between 01 April 2011 and 31 July 2011 and how much was actually spent for the period - please show the breakdown to include the following categories: staff costs, accommodation costs, travel and subsistence costs and any other costs.

(d) The number of training events (or training days) planned and the number actually run by Civil Service Learning for the period 1 April 2011 to 31 July 2011.

(e) An outline of the courses offered by Civil Service Learning and whether the courses were developed by Civil Service Learning.

Response

(a) A copy of the Civil Service learning organisation chart showing the grade mix and vacant posts is attached.

The Home Office pay ranges (not actual salaries) are:

Grade	Minimum (London)	Maximum (London)
EO	£21,073	£24,789
HEO	£26,345	£30,989
SEO	£33,953	£39,537
G7	£46,506	£57,553
G6	£56,971	£70,504
Pay Band 1 (Deputy Director)	£58,200	£117,800
Pay Band 2 (Director)	£82,900	£162,500

These figures exclude the London weighting of £3,020 which is provided for all London-based staff up to Pay Band 1.

(b) Civil Service Learning is in its first year of operations and does not have a business plan for 2011-12. Its budget for this year is to breakeven with £11m spend and £11m income.

The critical success measure for Civil Service Learning is to deliver its agreed services. These are to procure generic learning and development and provide related services, specifically:

- i) a single catalogue of generic learning and development programmes and products in support of the Common Curriculum;
- ii) an on-line portal for departments and individuals to access learning and support the administration of learning provision, including booking systems, venues and logistics;
- iii) expert advice and guidance on:
 - a. External procurement of learning and development
 - b. Supplier management
 - c. Professional capability
 - d. Accreditation, qualifications and standards
 - e. Use of technology and online learning
 - f. Work-based learning
 - g. Evaluation
 - h. Management information

(c)

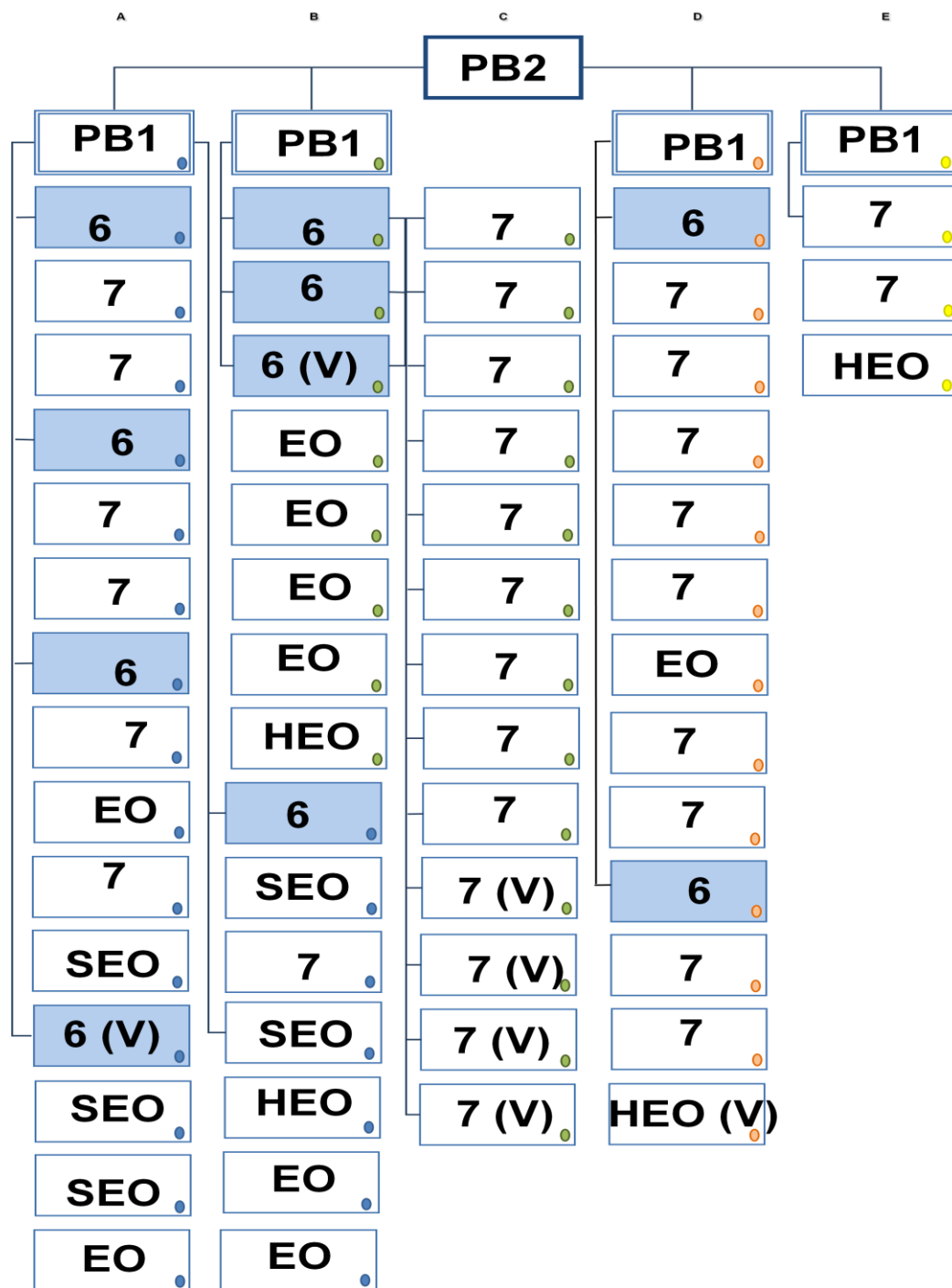
	Planned £	Actual £
Staff costs	1,001,000	579,542
Accommodation costs	47,000	0
Travel and subsistence	35,000	1,096
Other costs	837,000	341,667
Total spend	1,920,000	922,305

(d) In the main, Civil Service Learning agrees and designs programmes and procures these from providers with whom departments deal directly. At this stage, the National School of Government is the only external provider of training events.

Between 1 April 2011 to 31 July 2011, the National School of Government ran 41 events out of the 168 planned. In addition, Civil Service Learning has directly delivered two training events that it planned in this period.

(e) A copy of the common curriculum which includes all the training products which will be provided by Civil Service Learning is attached. This will be a combination of bespoke and generic offering for the Civil Service, with all products being specified by Civil Service Learning, drawing on the best of existing departmental training products. Most of these products are still in development as this is a year of transition for Civil Service Learning.

Civil Service Learning Organisation Chart



(V) = vacant post at 17.8.11

Date 27 September 2011