

Training application process

Eligibility

To qualify for training opportunities, staff must meet the following conditions:

- Must not be contractual staff.
- Must have completed at least six months of service.
- The training must be relevant to the staff member's role or development plan.
- Staff may apply for up to two training programs per year.

Course access

Public servants can access available trainings through the Digital Skills App by visiting <https://services.gov.rw>.

- The platform provides a regularly updated course catalogue with clear descriptions and delivery modes.
- This ensures staff can easily explore and select relevant training opportunities.

Submission process

- Review the course catalogue on the Digital Skills App to identify suitable training opportunities.
- Complete the staff training contract for paid programs, or a commitment letter for partner-sponsored or free courses.
- Discuss the selected training with the line manager and the Chief Budget Manager to secure the required approvals and signatures.
- Upload the signed contract or commitment letter on the Skills App to finalize the application.

Approval and notification process

- The line manager confirms relevance and supports the application.
- The team checks the submitted documents and approves the application if all requirements are met.
- Staff receive communication on their application status, which may include:
 - Approval emails
 - Acceptance letters with enrolment details
 - Rejection notices with constructive feedback