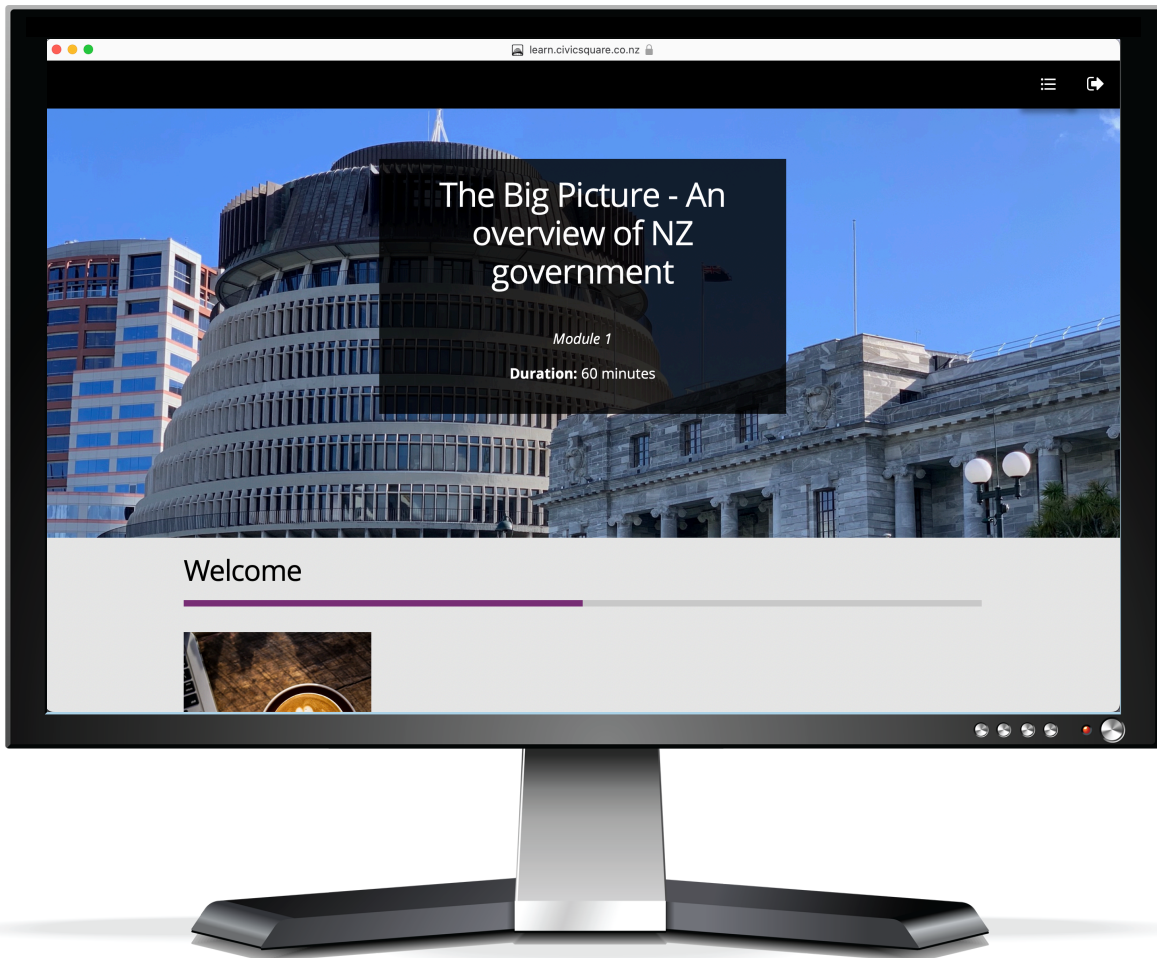




Civicsquare



# eLearning modules

# UNLOCKING THE MACHINERY OF GOVERNMENT

*If you work inside a public sector agency, our modules will help you make sense of the system you're working in.*

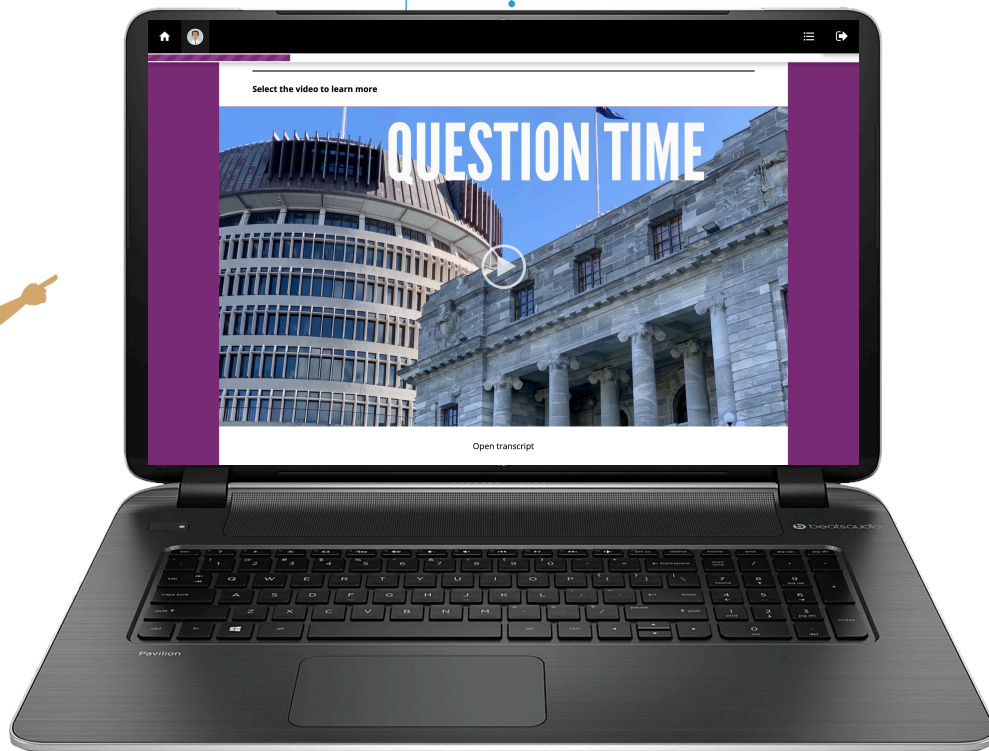
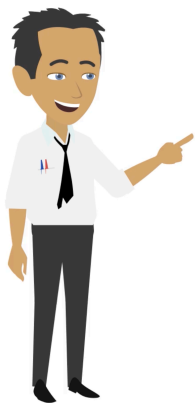
*You'll develop a better understanding of your agency's responsibilities to ministers, Parliament, and the public.*

## Content that matters

Our modules teach material that is fundamental for people working inside government agencies. They let people understand the system of government and how they fit into it.

## Learning Management System

Agencies can host the modules on their own LMS. Just upload the SCORM file. Or you can use our secure cloud-based LMS with your own dedicated agency area.



## Fully responsive

The modules are fully responsive for any device. The content adapts perfectly for desktop, tablet, or smartphone to optimise the learning experience. People can upskill away from their busy workspace and retreat to somewhere quieter to learn.

## Engaging learning

See ya boring eLearning! Our modules feel like the facilitator is right there with you. eLearning has to be interesting and hold the learner's attention. These modules do just that.

# THE MODULES

## Module 1: The big picture - An overview of NZ government (60 mins)

This module provides people with a great introduction to the key parts of government. It's perfect for new staff as part of induction, those who have come from the private sector, and for more experienced staff looking for a quick refresher in these areas. Topics include:

- The separation of powers into the executive, Parliament, and judicial branches of government
- The Sovereign and the Governor-General
- Ministers, Cabinet, and portfolios
- Types of government agencies
- The role Parliament has in holding the executive to account
- Coalition parties, support parties, and opposition parties
- The role of Judges in interpreting and applying the law
- Why government has important obligations to iwi/Māori under Te Tiriti o Waitangi
- Political neutrality

## Module 2: The Executive - Ministers and the State sector (90 mins)

This module builds on the concepts covered in module 1 to help people better understand their own branch of government. Topics include:

### *Ministers and Cabinet*

- the central role of the Prime Minister
- portfolios and the types of ministers (i.e. inside or outside Cabinet)
- Associate ministers and their delegations
- how Cabinet makes policy, funding and appointment decisions

### *The State sector*

- Departments (including Departmental Agencies)
- Crown entities
- State-Owned Enterprises and Mixed-Ownership Model Companies

### Module 3: Help! I have an Official Information Act request (90 mins)

This module provides a great introduction to the requirements of the OIA, covering the scope of the Act, withholding grounds, and best-practice for handling requests. Topics include:

- the meaning of 'official information'
- the principle of availability of information
- eligibility to make a request
- broad requests (fishing expeditions)
- transfers
- timeframes
- consultation
- in-scope vs. out-of-scope
- section 6 'conclusive' reasons for withholding
- section 9 'good' reasons for withholding
- section 18 'administrative' reasons for withholding
- the Ombudsman as the OIA referee

*We have a pipeline of additional modules due for release in 2022/23.*





# WHY OUR ELEARNING?

## COST-EFFECTIVE



Budget realities mean that limited numbers of people can go on face-to-face workshops. Our eLearning modules are available for all staff, making them a cost-effective option for learning and development.

## FLEXIBLE



Blocking out a full-day for a workshop can be hard. Our eLearning modules can be done at any time. They can be paused and the module will pick-up where you left off.

## REPEATABLE



Come back to the modules whenever you need to jog your memory on content or a question of process.

## HERE OR THERE



Increasingly staff are located outside of Wellington. These modules are available for staff anywhere in the world.

## EASY ON THE EYE



These days content has got to look and feel great to get engagement. Our eLearning modules tick the box here with lots of video and imagery.

## AWARD WINNING PLATFORM



The eLearning framework used to create the modules has won numerous awards for its responsive design and functionality.

## UP TO DATE



Content is regularly updated to ensure guidance is current (e.g. Cabinet Office and Ombudsman), while using case study examples that are relevant and topical.

## HEARING-IMPAIRED



All modules include easy to access transcripts of video content for hearing impaired learners.

