



THE TREASURY

Kaitohutohu Kaupapa Rawa

Reference: 20180404

12 December 2018

Sarah Jane  
fyi-request-8794-659a3a21@requests.fyi.org.nz

Dear Ms Sarah Jane

Thank you for your Official Information Act request, received on 2 October 2018. You requested the following:

*"In the OIA dated 6 March 2018 (Reference: 20180037) on Treasury's website you state "Graduate Analysts go through a comprehensive technical and non-technical training programme and Analysts also have access to a wide range of training courses."*

*Please provide full information about each component of "the comprehensive technical and non-technical training programme for Graduate Analysts", including a complete break-down of the differences in how this programme is structured for:*

- Graduate Analysts with Honours or a PhD in Economics*
- Graduate Analysts with a Bachelors Degree in Economics*
- Graduate Analysts with a Honours or a PhD in Accounting/Finance*
- Graduate Analysts with a Bachelors Degree in Accounting/Finance*
- Graduate Analysts who do not have a qualification in Economics, Accounting or Finance.*

*Please also provide:*

- Full details of the process and criteria for Graduate Analysts to be appointed to Analyst roles*
- Information about the level of knowledge Graduate Analysts must demonstrate in Economics to be appointed to an Analyst role, and the objective measures and assessment criteria used to determine whether such knowledge has been gained.*
- The level of knowledge Graduate Analysts must demonstrate in Accounting/Finance to be appointed to an Analyst role and the objective measures and assessment criteria used to determine whether such knowledge has been gained*
- The average length of time it has taken on average for:*
  - a) Graduate Analysts with Honours or a PhD in Economics*
  - b) Graduate Analysts with a Bachelors Degree in Economics*
  - c) Graduate Analysts with a Honours or a PhD in Accounting/Finance*
  - d) Graduate Analysts with a Bachelors Degree in Accounting/Finance*

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- d) Graduate Analysts with a Bachelors Degree in Accounting/Finance  
 e) Graduate Analysts without a qualification in Economics, Accounting or Finance to develop the required knowledge to be appointed to an Analyst role in the last 6 years.”

On 3 October your request was extended by 30 working days and a response is due to you on 12 December 2018.

### Information Being Released

Formal Training	Duration	Type	Facilitator	Who Attends
Orientation	x2 half days	Induction	Internal	All graduates
Introduction to Government (3 part programme)	x3 days	Induction	External	All graduates
Pōwhiri		Cultural	Internal	All graduates
Te Reo (3 levels)	x6 1 hour sessions	Cultural	External	Optional but encouraged
Crown Māori Relations	x1 half day	Cultural	External	Optional but encouraged
Te Aronuku - Developing Cultural Intelligence	x1 day	Cultural	External	Optional but encouraged
Professional Meetings	x1 quarter day	Work Practice	External	Optional but encouraged
Professional Presentations	x1 quarter day	Work Practice	External	Optional but encouraged
Resilience	x1 day	Work Practice	External	Optional but encouraged
Performance, Development and Growth Conversations	x2 quarter days	Work Practice	Internal and External	All graduates
Coaching	x1 quarter day	Work Practice	Internal	All graduates
Personal Efficiency	x2 days	Work Practice	External	All graduates
Briefing Skills	x1 day	Work Practice	External	All graduates
Influencing Skills	x1 day	Work Practice	External	All graduates
Finance Training	x2 days	Technical	External	All graduates by default however exceptions can be made for those with degrees majoring in Finance at manager discretion.
Policy Advice	x2 half days	Technical	Internal	All graduates
Regulation Training	x1 half day	Technical	Internal	All graduates
Introduction Microeconomics for Policy Analysis	x4 half days	Technical	External	All graduates by default however exceptions can be made for those with degrees majoring in economics at manager discretion.

Introductory to Macroeconomics for Policy Analysis	x6 half days	Technical	External	All graduates by default however exceptions can be made for those with degrees majoring in economics at manager discretion.
State Sector Finance	x1 half day	Technical	Internal	All graduates
Official Information Act	x1 quarter day	Technical	Internal	All graduates

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*Please provide full information about each component of "the comprehensive technical and non-technical training programme for Graduate Analysts", including a complete break-down of the differences in how this programme is structured for:*

- Graduate Analysts with Honours or a PhD in Economics*
- Graduate Analysts with a Bachelors Degree in Economics*
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- Graduate Analysts with a Bachelors Degree in Accounting/Finance*
- Graduate Analysts who do not have a qualification in Economics, Accounting or Finance.*

The following training is provided as part of the graduate programme (in the first 18 months of employment) unless stated as 'Optional but encouraged'.

Network engagement is also a part of the graduate programme and includes support in:

- MOTU Economic Network Events
- SSC Events e.g. Government Newcomers Network
- IPANZ Events.

*Please also provide:*

- Full details of the process and criteria for Graduate Analysts to be appointed to Analyst roles*

Reviews occur at two points throughout the 18 month graduate programme. The first review occurs at the end of the first 9 months where we would expect to see graduates move from a Graduate Analyst 1 to a Graduate Analyst 2.

The second review occurs at the end of 18 months. We expect to see Grads transition from Graduate Analyst 2 to Analyst. In order to graduate from the programme, graduates will be expected to show to their manager and coach an understanding and application of the 11 different competencies. The ability to apply each competency may differ for each graduate, given their role variations, however, the expectation is all graduates should be able to show an understanding of each competency and an ability to demonstrate the majority. There are four technical competencies (analyst specific knowledge and skills) and seven behavioural competencies (addressing professionalism, conduct and character).

### Technical Competencies

1. Demonstrate an understanding of the financial management system and State sector environment and the Treasury's role in the system
2. Be financially and economically literate
3. Draft and contribute to policy and regulatory advice
4. Confidently and effectively use the Treasury's IT systems

### Behavioural Competencies

1. Take responsibility for meeting personal goals and progressing work
2. Drive to ensure that goals are achieved
3. Understand the work environment and initiate and contribute to team goals, strategies and work plans
4. Be a team player
5. Communicate effectively
6. Demonstrate learning agility
7. Demonstrate effective work relationships

Regular performance and development conversations are integral to the graduate development programme to ensure that graduates demonstrate the degree of technical knowledge expected at their level, including but not limited to economic, financial and accounting knowledge.

Graduates are supported by coaches, buddies and their manager who all monitor the graduate's day to day work to ensure they have developed the skills required to apply their technical and non-technical learning on the job.

*- Information about the level of knowledge Graduate Analysts must demonstrate in Economics to be appointed to an Analyst role, and the objective measures and assessment criteria used to determine whether such knowledge has been gained.*

*- The level of knowledge Graduate Analysts must demonstrate in Accounting/Finance to be appointed to an Analyst role and the objective measures and assessment criteria used to determine whether such knowledge has been gained*

Aside from the process outlined above, the information does not exist in the form requested.

*- The average length of time it has taken on average for:*

- a) Graduate Analysts with Honours or a PhD in Economics
- b) Graduate Analysts with a Bachelors Degree in Economics
- c) Graduate Analysts with a Honours or a PhD in Accounting/Finance
- d) Graduate Analysts with a Bachelors Degree in Accounting/Finance
- e) Graduate Analysts without a qualification in Economics, Accounting or Finance to develop the required knowledge to be appointed to an Analyst role in the last 6 years."

All graduates undertake the 18 month full time programme regardless of academic qualification.

Please note that this letter (with your personal details removed) and enclosed documents may be published on the Treasury website.

This reply addresses the information you requested. You have the right to ask the Ombudsman to investigate and review my decision.

Yours sincerely



Fiona Foster  
**Chief People Officer**