

Writing skills



Contents

Introduction to writing	3
Improving as a team	4
Foundations of Writing in Government: JASPER	4
Advance Your Writing in Government	5
Suggested approach	6
Improving as an individual	7
Courses for individual booking	7
Resources	8
Booking guidance	10
About the Government Campus	12

Introduction to writing

<< contents

p4 >>

Welcome!

The **Government Campus** has developed new opportunities for teams and individuals to build their writing skills - from the foundations (**Strand 1**) through to the specific skills needed to produce effective writing in government (**Strand 2**).

The ability to write clearly isn't a luxury. It is essential for delivering public services, for developing policy, and – on a more individual note – for your personal effectiveness.

Wider teams often have the same senior customers, the same challenge of communicating outwards (for example, with the public), and similar personal development goals. So why not learn together, and support each other through the process?

The '**Improving as a team**' section explains writing skills resources and suggests a way of using them to build a really effective programme over several months. This approach would be suitable for a small team, a bigger unit, or even a whole Directorate.

The '**Improving as an individual**' section sets out further options for building your foundation and practitioner writing skills.



Improving as a team

<< contents

p5 >>

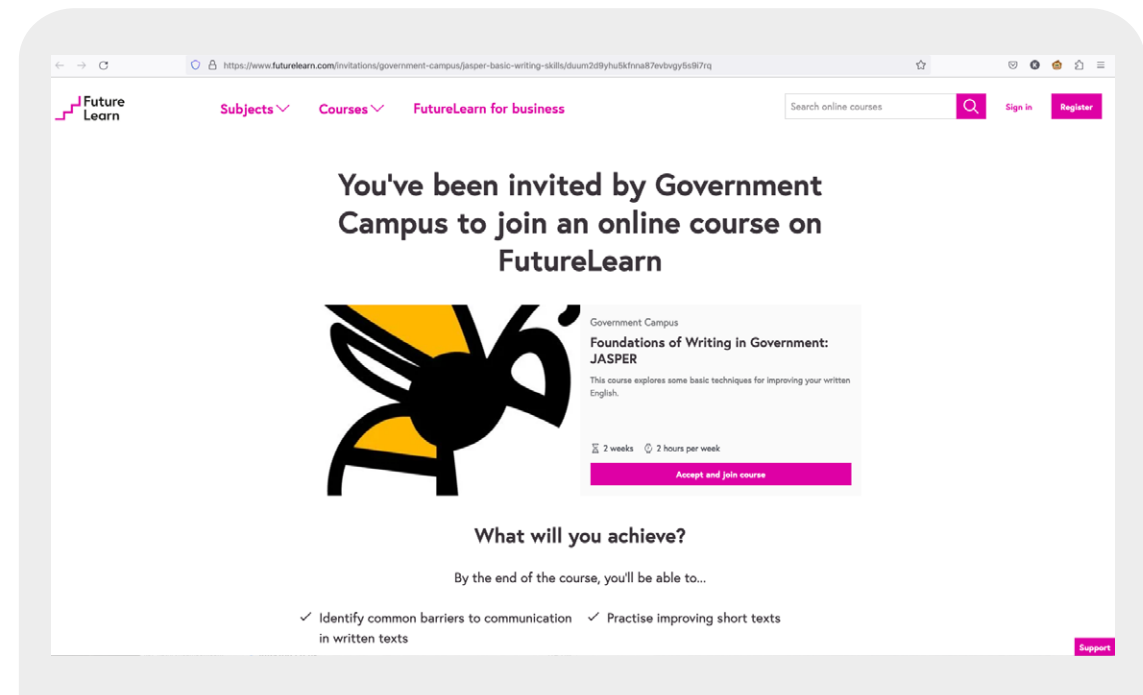
Foundations of Writing in Government: JASPER

Foundations of Writing in Government: JASPER is an online course consisting of 4 hours of bite-sized learning that team members can do at their own pace. It is an explainer and refresher on some of the foundations of effective writing. The principles are relevant to all writing: whether it's internal emails, notes of meetings, text for websites, or more formal reports.

The term 'JASPER' comes from the initials of the six sections of the course: **J**argon, **A**cronyms, **S**hort Sentences, **P**lain English, **E**ditors and **R**eaders.

Register

You can register for Foundations of Writing in Government: JASPER by using [this link](#). The course is free and includes a certificate.



Advance Your Writing in Government

<< contents

p6 >>

This new online course is being provided by our external supplier after being developed and delivered successfully in partnership with the Department for Education. The course has been developed further and tailored for use by teams and individuals across the government over a period of four weeks as part of the Government Campus Offer. Building on foundation skills, the course helps teams to focus on effective writing in government.

Allowing participants to learn flexibly, the course provides useful techniques and practical exercises around writing clearly and concisely, structuring your writing and writing with purpose. Teams can work from their own templates and style guides. Live workshops facilitated by Apolitical are included for group bookings.

Register

The [Advance Your Writing in Government course](#) is delivered online and contains around 6 hours of learning.

Please contact Keri.Landau@apolitical.co or Freddie.Price@apolitical.co for an initial chat about how the course could work for your team. The course can be booked for individuals or for groups of up to 80 or 150 people. Both group bookings include two live workshops.

[go to the booking form >>](#)



Suggested approach

[<< contents](#)

[p7 >>](#)

Your colleagues also want to improve their writing skills. Overall, the team wants to improve its internal communication and to get great feedback from customers. Why not combine these two online courses into a writing skills programme over several months? Hover over each of the five steps to discover more.

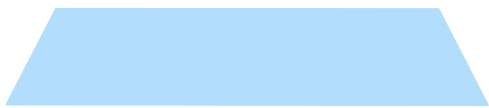
Courses for individual booking

PRACTITIONER LEVEL



- **Advising, Briefing and Drafting** focuses on writing briefings, submissions, ministerial correspondence and writing for different audiences and drafting line to take.
- Learn how to turn complex ideas and information into clear, compelling and concise writing with this one day masterclass **Excellent Drafting for Senior Leaders** (SCS and Grade 6/7).
- Parliamentary Capability Training. The **parliamentary questions courses and desk aids** will provide you with the knowledge and skills to understand the different types of questions parliamentarians ask, why they ask them and how you can help the government respond to them in the best possible way.
- Making your digital content accessible delivered by Government Communications Service. Writing inclusive communications is key learn how to produce communication that is inclusive and accessible, the making your digital content accessible course by **Government Communications Service** provides useful guidance.

FOUNDATION LEVEL



- Take the JASPER course. All the information can be found on page 4. You can do this course as an individual, though you lose the wider team support, but this might suit you on an individual level
- Take a look at the Resources section – there's lots of free courses available

Resources

<< contents

p9 >>

Course/tool/resource

Description

Duration

Cost

Resources/contd.

<< contents

p10 >>

Course/tool/resource

Description

Duration

Cost

Booking guidance

<< contents

p11 >>

Please see step by step guide on how to book the Advance your Writing in Government programme, which features in the 'Off The Shelf' (OTS) catalogue. Before processing the booking, please get in contact with course provider Apolitical to ensure that the course meets your requirements.

For group bookings, you can also discuss when you would like the group programme to start.

Booking codes

Product numbers

OTS07561 (For individual bookings)

OTS07562 (For 30 – 80 places)

OTS07562 (For 81 – 150 places)

Booking type

Public*

Closed**

Closed

Form to complete

[Booking form for public OTS learning](#)

[Booking form for closed OTS learning](#)

[Booking form for closed OTS learning](#)

*Public - this course is made available for individuals (maybe attended by learners from outside of the civil service)

**Closed - this course is made available for group bookings



Booking steps

1. Before completing the booking of the course, you will be required to submit a valid Purchase Order (PO) for the amount. This can be received through departmental processes and line management approval.
2. Once you receive the PO number, log in to Civil Service Learning and download the relevant booking form. If you book the programme for an individual(s) use the '[Booking form public OTS](#)'. If the booking is for a more significant number of 30 – 150 places, use the '[Booking form for closed](#)' OTS learning.
For guidance:
 - i. Click on the Tab titled 'Details (public bookings or closed bookings)
 - ii. Under the '**subject area**' use the dropdown list and select 'Working in government'
 - iii. Under the '**subject**' use the dropdown list and select ' Working in government'
 - iv. Under the '**product name**' use the drop-down list and select 'Advance your writing in government'.
 - v. For group bookings, you will be required to state your preferred start date (add the date discussed with Apolitical) *Individual(s) bookings will be provided access as soon as Apolitical receive the booking form.*
- vi. Supplier reference is optional to complete
- vii. Complete the remaining sections as requested
- viii. Complete the tab titled 'Booking request form' here you will provide your PO number
3. Send the booking form along with a pdf copy of the PO to support@governmentcampus.co.uk. You will be contacted via email within a few days saying that your booking has been validated and your request has been passed onto Apolitical.
4. For group bookings, Apolitical will agree on the delivery sequence with you directly when the booking request is received. This will include an initial kick-off meeting with an Apolitical partnerships manager, information about the self-paced course offering, and details about event dates and timings.
 - a. Apolitical will discuss with the booker when to send learner information to the helpdesk, so this can be coordinated with the preferred delivery sequence.
 - b. Supplementary information can be provided to departments and professions to help bookers communicate about the purpose and course delivery model internally.



About the Government Campus

The Government Campus is the home of all government training available centrally, by professions and functions, and within departments. United by a clear, assured curriculum framework, the Government Campus is created for, and owned by all of us in government to provide civil servants and ministers with the necessary skills they need to succeed.

The Government Campus is accessible to everyone in England, Scotland and Wales, whatever role in the Civil Service you hold and whatever level you work at.

To find out more about the Government Campus, visit www.gov.uk/gscu.

Contact us if you have any enquiries about this iPDF, including requests for alternative formats, at: gscu-external@cabinetoffice.gov.uk

