



Public Officers' Welfare Council
Promoting the welfare of Public Officers and their families

Our ref: POWC/PC/17

Date: 18th October 2017

From: Organising Secretary, Public Officers' Welfare Council

To: Supervising Officers i/c Ministries/Departments

Photography Initiation Course for Public Officers

In the context of its 25th Anniversary, the Public Officers' Welfare Council (POWC) is organising a photography initiation course for public officers.

2. The course would be run in collaboration with the Mauritius Institute of Training and Development. The course can accommodate 20 participants only. The course outline is as follows:

- **Aim:** To initiate participants to use the digital camera more creatively
- At the end of the course, participants must be able to:
 - (I) use the basic zone modes of a digital camera;
 - (II) understand and apply the Manual Mode of the digital camera;
 - (III) make use of the ISO, Aperture and Shutter speed of the Digital Camera;
 - (IV) apply composition techniques using the
 - Theory of the Thirds
 - Depth of field
 - Paying attention to foreground and background
 - Using the Aperture Setting creatively
 - Making use of the different light sources;
 - (V) understand and adjust White Balance;
 - (VI) apply appropriate Picture Styles/ Picture Mode;
 - (VII) use the Flash Creatively; and
 - (IX) understand the different File Formats - RAW, JPEG, CMYK.

3. The course would be made up of 5 sessions of 2 hours each and would be run on Fridays from 1615 hrs to 1815 hrs, starting on Friday 10 November 2017, at the seat of the Council, 6th Floor, Atom House, 16 Royal Street, Port Louis.

4. The fee per participant for the 5 sessions has been kept to the bare minimum and is grossly subsidised. The fee payable per participant is only Rs 600.
5. Participant will have to bring their Digital Single-Lens Reflex (DSLR or SLR) camera for tutorials and application of the course contents.
6. Upon successful completion of the course, a certificate of participation will be awarded to the participants.
7. Public Officers interested to participate in the course should fill in the participation form at Annex A and submit same to the Organising Secretary, Public Officers' Welfare Council, 6th Floor, Atom House, 16, Royal Street, Port Louis on weekdays during office hours from 0930 hrs to 1400 hrs together with:
 - The exact fees; and
 - Photocopy of recent payslip/top part of the payslip indicating the name, paysite code and NIC number or any written evidence/ document attesting that the latter is a serving public officer.

The deadline for application is Friday 03rd November 2017; bearing in mind that the first come first served principle would prevail.

8. Cancellation will be accepted in exceptional cases and where duly supported by documentary evidence. An administrative fee of MUR 200 per participant will be retained by the Council in case of cancellation.
9. The Council reserves the right to reschedule the session(s) in case of any unforeseen circumstances.
10. In case of low participation or any unforeseen circumstances, the Council reserves the right to cancel the course, in which case participants will be refunded the total amount of Rs 600.
11. It would be appreciated if you could kindly arrange for officers serving in your Ministry/Department/Division be provided with a copy of this circular. A copy of this circular is also posted on the Council's website: <http://powc.govmu.org>



S. Bundhoo
Organising Secretary

Copy to: Presidents of Staff Welfare Associations

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