

Senate Committee: Education and Employment

**QUESTION ON NOTICE
Additional Estimates 2015 - 2016**

Outcome: Agency: ASQA

Department of Education and Training Question No. SQ16-000563

Senator Ludwig, Joe provided in writing.

ASQA: Procedure Manuals (Departmental)

Question

1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:
2. When was the manual last updated?
3. Who is responsible for updating the manual?
4. Has the minister's office had any input into the content of the manual? If so, please detail.
5. Who is the manual distributed to?
6. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

Answer

The Australian Skills Quality Authority (ASQA) has provided the following response.

1. ASQA does not have a procedure manual for communication between it and the Minister. ASQA utilises the Parliamentary Document Management System for the formal transmittal and receipt of documentation between the Authority and the Minister's Office.
2. N/A
3. N/A
4. N/A
5. N/A