

Economics Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Industry, Innovation, Science, Research and Tertiary Education Portfolio
Additional Estimates Hearing 2012-13
13 February 2013

AGENCY/DEPARTMENT: DEPARTMENT OF INDUSTRY, INNOVATION, SCIENCE, RESEARCH AND TERTIARY EDUCATION

TOPIC: Education expenses

REFERENCE: Written Question – Senator Bushby

QUESTION No.: AI-138

1. What are the department/agency's guidelines on study?
2. For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.

ANSWER

Please refer to SI-170 for the period 1 July to 31 October 2012. Education expenses, type of course, total cost, cost per participant and how many participants for courses or study under the Australian Qualification Framework for each portfolio agency for the period 1 November 2012 to 31 January 2013 is detailed below.

DEPARTMENT OF INDUSTRY, INNOVATION, SCIENCE, RESEARCH AND TERTIARY EDUCATION

1. Detail of the departments guidelines on study can be found in the One Innovation Enterprise Agreement 2011
<http://www.innovation.gov.au/AboutUs/CareerCentre/Documents/OneInnovationEnterpriseAgreement2011.pdf>
2. Support is provided for employees to undertake courses of study that will contribute to the improvement of their professional skills and knowledge relevant to their employment.

The Masters of Public Policy is approximately 40 days study part time over two years. The Cert IV in Government involves approximately 10 months on the job training. The Diploma in Project Management involves approximately a six day workshop and on the job assessments over an eight month period. For all other study the department provides employees with up to eight hours of study leave per week.

Qualification	Course	Participants and classifications	Cost \$ (GST exclusive)
Master	Public Policy (Industry Strategy)	16 x EL 1 4 x APS 6 1 x PAO 3 1 x APS 5	304,563
Cert IV	Government	58 x Graduate APS	109,229
Diploma	Project Management	1 x EL2 12 x EL1 22 x APS 6 1 x APS 5 2 x APS 4	157,038
Masters	Applied Innovation & Entrepreneurship	1 x APS6	600
	Sustainability	1 x EL2	600
	Business Administration	2 x EL1	1,200
		2 x APS6	1,200
	Law	1 x APS6	600
	Policing, Intelligence & Counter Terrorism	1 x APS4	600
	Strategic Studies	1 x EL1	600
	HR Management	1 x APS6	600
1 x EL1		600	
Public Policy	1 x EL1	600	
Bachelor	Communications	1 x APS6	600
		1 x APS5	600
		1 x APS3	600
	Commerce	1 x APS6	600
		1 x APS4	600
	Writing	1 x APS5	600
1 x APS4		600	
Graduate Diploma	Legal Practice	1 x APS6	600
	Quantitative Finance	1 x APS6	600
	Economics	1 x APS6	600
CPA	CPA	1 x EL1	600
Post Graduate Diploma	International Customs & Law Administration	1 x EL1	600
Total			585,230

AUSTRALIAN INSTITUTE OF ABORIGINAL AND TORRES STRAIT ISLANDER STUDIES

1. The Institute's "Recruiting, training and developing staff to maintain a diverse, highly skilled and committed workforce" strategy included in the corporate plan 2010-2013, provides staff with the opportunity to acquire additional skills and experience, including through formal training programs.

2. Support is provided for employees to undertake study that will contribute to the improvement of their professional skills and knowledge relevant to their employment. The Institute provides employees with up to a maximum five hours of study leave per week plus up to three hours in travel time. Indigenous staff are allowed up to a total of 13 hours per week.

Qualification	Course	Participants and classification	Cost \$ (GST exclusive)
CPA	Strategic Management Accounting	2 x EL1 1 x APS 5	1,482
Statement of Attainment	Accrual Accounting (CIT)	1 X APS 4	2,273
Cert 3	Information, Digital Media and Technology (CIT)	1 X APS 3	200
Cert 3	Electronics and Communication (CIT)	1 x APS 6	400

AUSTRALIAN INSTITUTE OF MARINE SCIENCE (AIMS)

1. AIMS guidelines on study are as follows

General:

- a) AIMS values and supports the development of its Staff through the provision of learning opportunities to enhance professional and technical capabilities. AIMS will promote a broad range of Learning and Development (L&D) activities designed to improve staff performance and satisfaction in existing roles and preparation for new jobs, promotion opportunities, personal growth and/or changing career directions.
- b) Individuals are responsible for career development and immediate supervisors play a significant partnering /mentoring role to ensure that the development of staff fits broader organisation goals and that AIMS provides an environment that is conducive to L&D. AIMS expects active and constructive participation by both the individual and their immediate supervisor.
- c) L&D is not intended to be an inherent right or operate as a mandatory provision but rather a highly regarded values-based objective of AIMS.

Principles:

AIMS will provide L&D support to Staff under the following criteria:

- they must normally have completed a minimum of one (1) year's service;
- have demonstrated a commitment to the organisation;
- expressed an interest in undertaking a course of study or L&D activity;
- part-time staff may participate provided that some flexibility may be required in terms of the degree of attendance;
- for multiple year applications for L&D , support will be approved for one calendar year with any subsequent year/s requiring re-application and fresh approval.

AIMS' L&D support does not apply to:

- People who are employed on a temporary, casual or external contract basis; or

- L&D activities that bear no relevance to the Staff Member’s current or future work or career development;
Where an application for L&D is not supported, reason/s for non-approval will be provided to the staff member in writing.

AIMS will support staff to utilise a range of work, education and other relevant experiences, recognising that L&D can take place both in an informal and formal setting.

2. Nil.

AUSTRALIAN NUCLEAR SCIENCE AND TECHNOLOGY ORGANISATION (ANSTO)

1. ANSTO supports the development of its employees through the provision of opportunities which enhance their professional and technical capabilities. Included in this, is support for a formal course of study that is relevant to both ANSTO’s business objectives and the needs of the individual.

Study Support applies to employees who:

- Have completed a minimum of one year’s service, and
- Have demonstrated a commitment to the organisation, and
- Express an interest in undertaking a formal course of study.

The course of study will only be considered if it,

- Is relevant to the employee’s current or agreed future job role, and
- Leads to a post-secondary, tertiary or professional qualification, and
- Is undertaken through a University, Institute of Technology, TAFE, College, Professional Association or similar Accredited Educational Institution.

2. ANSTO has a 2-tiered educational program. There is operational/organisational/mandatory training that employees require to enable them to perform their current role and Study Support. Study Support is designed to provide assistance to eligible employees to undertake an approved course of study to enhance specific skills and knowledge to increase ANSTO’s capacity to achieve its organisational goals. Study assistance is provided in the form of paid leave, unpaid leave, and/or reimbursement of course fees, textbooks and other approved expenses.

In-House Education

Course Name	No. of Courses	Participants	Estimated Cost \$ (GST exclusive)
Advanced Life Support	2	2	760
Apply First Aid	6	24	4,320
Confined Space Refresher	2	18	4,400
Dogman’s (DG) License	2	4	7,400
Elevated Work Platform (WP) Ticket	1	1	895
Forklift (LF) License	2	2	1,000

Health & Safety Representatives	4	21	9,711
Safe Work at Heights	3	24	6,105
WHS Induction for Construction	1	1	160
WHS Risk Management	1	1	595
Total	24	98	35,346

Study Support

Qualification	Participants	Cost \$ (GST exclusive)
Master of Business Management	1	12,028
Bachelor of Engineering	2	1,962
Bachelor of Commerce	1	3,490
Master of Human Resources	1	3,749
Bachelor of Science	1	64
Master of Science & Technology	1	2,716
Master of Business	1	4,779
Graduate Certificate in Maintenance Management	1	9,200
Master of Business Administration	1	1,860
Bachelor of Information Studies	1	664
Total	11	40,512

AUSTRALIAN RESEARCH COUNCIL (ARC)

1. Support is provided for employees to undertake courses of study that will contribute to the improvement of their professional skills and knowledge relevant to their employment.
- 2.

Qualification	Course	Participants and classifications	Cost \$ (GST exclusive)
Cert III	Record Keeping	1 x APS 3	1,000
Cert IV	Human Resources	1 x APS 5	1,000
Bachelor Degree	Behavioural Studies	1 x APS 5	4,000
	Psychology & Business	1 x APS 6	
	Education (Primary)	1 x EL 1	
	Science/Arts	1 x EL 1	
Master's Degree	Project Management	1 x APS 5	3,000
	Business Administration	1 x APS 6	
	Philosophy	1 x EL 1	
Total			9,000

All courses provide skills in research analysis and writing. These skills are beneficial to the ARC.

AUSTRALIAN SKILLS QUALITY AUTHORITY (ASQA)

- ASQA provides support to eligible employees to undertake approved study to enhance specific skills and knowledge. Study assistance is directly linked to the employee's individual development plans and is provided in the form of paid leave up to eight hours per week, unpaid leave and/or reimbursement of reasonable costs up to \$3,000 per calendar year.
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Qualification	Course	Participants and classifications	Cost \$ (GST exclusive)	Study leave
Masters	Master of Commerce (HRM)	1 x EL 1	1,500	3 hours per week
CPA	CPA Australia Program – Professional Level	1 x APS 4	915	2 hours per week
Graduate Certificate	Graduate Certificate Policy Analysis	1 x EL 2	2,840	Nil
Graduate Diploma	Graduate Diploma in Legal Practice	1 x APS 5	1,150	1 day
Certificate IV – external course	Certificate IV in Training and Assessment	1 x APS 4 1 x APS 5	2,550	2 hours per week
Masters	Master of Business Law	1 x APS 4	Nil	2 hours per week
Masters	Master of Public Policy	1 x APS 6	1,466	2 – 6 hours per week as needed
Certificate IV	Certificate IV in Government (Investigations)	3 x APS 6	Total: 1,485	12 hours per participant
Certificate IV	Certificate IV in Government (Statutory Compliance)	3 x APS 6	Total: 1,485	12 hours per participant

COMMONWEALTH SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANISATION (CSIRO)

- The CSIRO's guidelines on study are set out in the CSIRO Study Leave procedure as follows.

CSIRO Study Leave Procedure

Study leave and other forms of assistance with studies may be granted for all or a portion of secondary and tertiary academic courses as well as relevant short courses of instruction.

Assistance With Studies is not applicable to brief learning and development workshops and courses which are usually approved as part of normal duties.

Intent

To allow staff to be absent from work to complete the requirements of approved courses of study.

Application

This policy applies to all staff except those employed for a period of less than 1 month or engaged on a casual employment basis.

General Requirement

Assistance with studies may be granted to staff to enable them to undertake all or part of the following courses:

- Secondary school certificates
- Certificates
- Associate diplomas
- Diplomas
- Degrees
- Graduate certificates and diplomas
- Higher degrees
- Short courses of instruction such as tertiary bridging courses and English as a second language courses.

The level of assistance provided is at the discretion of the approving staff member.

Approval may include any or a combination of the following:

- Study Leave with pay counting as service for all purposes
- Study Leave without pay, counting as service for all purpose except recreation leave
- Reimbursement or payment in advance of part or all of the costs associated with an approved course of study.

Supporting Information

Accrual of Study Leave/Assistance With Studies

There is no accrual of Study Leave/Assistance With Studies. Study Leave/Assistance With Studies is an employment benefit and not an entitlement. Approval may be granted in response to the circumstances and needs of the individual applicant.

Level of assistance

The range of study assistance benefits available is intended to allow individual Assistance With Studies “packages” to be developed in response to circumstances and need. It is not intended that the maximum levels of assistance be regarded as the norm.

The following factors will be taken into account when considering applications for Assistance With Studies:

- Relevance and potential benefits of the proposed course of study to the current and future needs of the Business Unit and to CSIRO generally
- Potential benefits to the individual applicant
- The costs of the proposed course of study to the individual and to CSIRO
- The capacity of the applicant to complete the proposed course of study within a reasonable period of time while maintaining the agreed level of performance of duties

- The Organisation's commitment to supporting the development of flexible working arrangements which take into account work, family and study commitments
- Possible implications for recruiting and retaining staff.

It is also expected that Business Units will develop and implement guidelines based on these provisions. The purpose of the guideline is to assist managers in taking into account local circumstances when determining an appropriate Assistance With Studies “package” for individual applicants.

Study Leave – full-time staff

Study Leave **with pay**, to count as service for all purposes, may be granted to full-time staff as follows:

- up to an average over a semester or term of 5 hours per week during working hours for:
 - attendance at prescribed lectures, classes, tutorials, field trips and examinations
 - prepare for examinations and complete other course requirements
- up to an additional 3 hours per week for essential travel.

Where the amount of Study Leave granted is less than an average over a semester or term of 5 hours per week during working hours, the difference between that amount and an average of 5 hours per week may be approved as a leave credit for:

- meeting the requirements of external studies/distance education courses such as attendance at compulsory residential programs
- attendance at prescribed examinations and field trips
- preparation of prescribed assignments and theses.

Where a course involves a time commitment for prescribed face-to-face lectures, classes or tutorials in excess of 5 hours per week during working hours or where essential travel takes more than 3 hours per week during working hours, additional Study Leave with pay of up to 3 hours per week may be granted.

Study leave **without pay** may be granted, in short regular periods of less than a day or in longer periods of up to a full semester. Where the staff member resumes duty after a period of Leave Without Pay for study purposes, the period will be approved to count as service for all purposes except recreation leave.

Study leave for part-time staff

Study leave for part-time staff is granted on a pro-rata basis.

Financial assistance

Financial assistance for approved courses of study may include reimbursement or payment in advance for all or part of any of the following, provided they are not paid for by a scholarship:

- Higher Education Contribution Scheme (HECS) liability
- Postgraduate Education Loans Scheme (PELS) liability
- Open Learning Deferred Payment Scheme (OLDPS) liability
- Bridging for Overseas-Trained Professional Loan Scheme (BOTPLS) liability
- Enrolment and administration fees
- Tuition and examination fees
- Books and materials.

Payment of financial assistance may be approved either in advance or on successful completion of components of an approved course of study such as individual units/subjects each semester/term, at the end of an academic year or at the end of the course of study. Where a staff member commences duty with CSIRO after commencing a course of study and where it is decided to grant Assistance With Studies to the staff member for that course of study, it is permissible to approve financial assistance for the full semester/term during which the staff member commenced with CSIRO.

Recovery of financial assistance

Financial assistance may be recovered (or recovery waived) if an approved course of study is temporarily or permanently discontinued for any of the following reasons:

- illness, injury or death of the staff member
- retirement of the staff member on the grounds of invalidity
- cessation on the grounds of redundancy of the staff member
- absence of the staff member on maternity or parental leave
- a change in the staff member's duties which prevents continuation of the course of study.

Recovery may also be initiated where financial assistance is approved in advance and the staff member subsequently fails to complete all or part of the course of study, withdraws from the course of study or resigns from CSIRO prior to completing the course of study.

Taxation treatment of study assistance

Payment by CSIRO of the HECS, PELS, OLDPS and BOTPLS liabilities attracts fringe benefits tax (FBT). Other forms of financial assistance may also attract FBT if they do not qualify under the taxation "otherwise deductible" rule. For further information, refer to the Australian Tax Office's Fringe Benefits Tax Guide which can be found at the Australian Tax Office's web page.

Advance payment of financial assistance which is not related to specific fees or costs may be subject to taxation payable by the staff member. Advice should be obtained from the Australian Taxation Office about the taxation implications when payment in advance is contemplated.

Actions Required

Applying for Study Leave

Applications for Study Leave should be submitted to the supervisor in advance for each semester or term using the Study Assistance Application form. This form records details of the course of study, the type and periods of leave requested and the financial assistance sought by the staff member.

Applying for Financial Assistance

Reimbursement or payment in advance of costs associated with an approved course of study will be based on suitable documentary evidence including copies of official notification of completion of all or parts of the course, official receipts and/or invoices/requests for payment. Applications will be submitted to the supervisor either in advance or on completion of each semester or term using the Study Assistance Application form. This form records details of the course of study, the type and periods of leave requested and the financial assistance sought by the staff member.

Applications for re-imburement of approved expenses should be processed through *Expenses* in the SAP Self Service Portal. You should submit to the delegate documentary evidence of your expenses as well as a copy of the approved Assistance with Studies form. At CSIRO's discretion payment of financial assistance may be approved on the following bases:

1. On successful completion of components of an approved course of study such as individual units/subjects each semester/term, at the end of an academic year or at the end of the course of study, or
2. In advance with repayment by the staff member in the event of full or partial failure in the course of study, or
3. In advance with repayment by the staff member in the event of withdrawal from the course of study, or
4. In advance with repayment by the staff member in the event of resignation from CSIRO, or
5. In advance without provisos.

Definitions

See Human Resources Glossary of Terms.

Terms specific to this procedure:

Study Leave Is paid or unpaid leave for the purpose of pursuing an approved course of study.

Approval Framework

- HR Authority - HR8(d), HR6(f), HR4(c)

2. Detailed information pertaining to the types of courses, costs and participants is not available centrally. A manual check of the records at all of the CSIRO's sites for the specified period would be required to provide this information which would represent significant diversion of the CSIRO's resources.

IP AUSTRALIA

1. IP Australia's guidelines on study are as follows:
 - a. IP Australia is committed to providing an environment in which employees are adequately equipped to achieve career and professional development needs. The assistance is on a strictly discretionary basis and must be negotiated within the work group before study commitments are undertaken.
 - b. All ongoing employees are eligible to apply for Studybank including ongoing part-time employees.
 - c. There are two elements of Studybank support for approved students. These elements are:
 - i. Approval for study leave
 - ii. Approval for financial assistance.
 - d. A maximum of eight (8) hours per week is permitted.
 - e. Employees who are approved Studybank students may receive financial assistance under Studybank. Being an approved student does not automatically entitle a

student to financial assistance and is at the discretion of the Delegate. Financial assistance will be assessed as follows:

- i. 100% of Unit cost where this cost is less than or equal to \$250, plus
- ii. 50% of Unit cost for amounts exceeding \$250, plus
- iii. 100% of Administration Fees.

f. Standard Conditions for assistance are as follows:

- i. The student must be enrolled in an institution accredited to deliver a scheme of study designed to achieve an award
- ii. Financial assistance will be provided on proof of successful completion of Units and official confirmation of costs involved
- iii. There is no distinction between staff who already have formal qualifications and others
- iv. Reimbursement applies to costs GST inclusive.

2. Support is provided for employees to undertake courses of study that will contribute to the improvement of their professional skills and knowledge relevant to their employment.

IP Australia provides employees with a maximum of eight hours of study leave per week.

Qualification	Course	Participants and classifications	Cost \$ (GST exclusive)
Certificate IV	Certificate IV in Government	1 x EL1	3,650
Graduate Certificate	Graduate Certificate in Trade Marks Law and Practice	2 x APS 4-6 (TMD Examiner)	2,887
Graduate Certificate	Graduate Certificate in TESOL and Foreign Language Teaching	1 x APS4	442
Diploma	Diploma of Project Management	1 x APS5	77
Bachelor	Bachelor of Science	1 x APS4	1,884
Bachelor	Bachelor of Laws	2 x APS6	6,023
Bachelor	Bachelor of Commerce	1 x APS4	478
Bachelor	Bachelor of Sports Management	1 x APS5	576
Bachelor	Bachelor of Graphic Design/ Advertising Communications	1 x APS4	1,702
Master	Master of Intellectual Property Laws	1 x APS6 1 x Patent Examiner	4,705
Master	Master of Information Technology	1 x APS6	1,495
Master	Master of Project Management	1 x EL1	1,385
Master	Master of Industrial Property	2 x Patent Examiner 1 x APS 4-6 (TMD Examiner)	4,331
Master	Master of Business Administration	1 x Patent Examiner	2,185
Master	Master of Social Science (Management)	1 x EL1	997
Juris Doctor	Juris Doctor	1 x EL2 1 x Patent Examiner	4,205

TOTAL			37,027
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TERTIARY EDUCATION QUALITY AND STANDARDS AUTHORITY (TEQSA)

1. TEQSA has a Study Assistance Policy designed to provide assistance to eligible employees to undertake an approved course of study to enhance specific skills and knowledge to increase TEQSA’s capacity to achieve organisational goals. Staff members are entitled to up to eight hours study leave per week however each application is assessed on its merit. Employees may be eligible for reimbursement of up to \$3,000 per calendar year to assist with the cost of relevant professional development including fees associated with an approved course of study.

2.

Qualification	Course	Participants and classifications	Cost \$ (GST exclusive)
Master	Master of Commercial Law	1 x EL1	3,000
Master	Master of Education	1 x EL1	1,401