

Economics Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Industry, Innovation, Science, Research and Tertiary Education Portfolio
Budget Estimates Hearing 2012-13
28 and 29 May 2012

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

TOPIC: Education expenses

REFERENCE: Written Question – Senator Bushby

QUESTION No.: BI-197

1. What are the department/agency's guidelines on study? Please provide details.
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 AI-243 for details on education expenses for the period 1 July 2011 to 29 February 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 this the period 1 March 2012 to 31 May 2012 are detailed below. All costs are GST exclusive.

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. For all other study Innovation provides employees with up to eight hours of study leave per week.

Qualification	Course	Participants and classification	Cost \$
Masters	Public Policy (Industry Strategy)	16 x EL1 4 x APS 6 1 x PAO 3 1 x APS 5	85,867
Cert IV	Government	51 x Graduate APS	81,195
Master	Business Administration	1 x EL1	600
Bachelor	Business	1 x APS 4	600
Master	Business	1 x APS 5	600
Graduate Diploma	Legal Practice	1 x APS 6	600
Graduate Certificate	Building Surveying	1 x APS 6	600
Bachelor	Community Education	1 x APS 6	600
Diploma	Events Management	1 x EL1	600
CPA		2 x EL 1	1,200
CPA	Global Strategy & Leadership	1 x APS 6	600
Diploma	Business Administration	1 x APS 4	600
Masters	Asia-Pacific Studies	1 x EL1	600

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 eight hours of study leave per week plus up to three hours in travel time. Indigenous staff are allowed up to a total of thirteen hours per week.

Qualification	Course	Participants and classification	Cost \$
Certificate	Project management	1 x EL1	620
Certificate	Cert 111 in Electronics and Communications	1 x APS6	680
CPA	CPA Associate Program	1 x EL1	800
CPA	CPA Associate Program	1 x APS 6	800

AUSTRALIAN INSTITUTE OF MARINE SCIENCE (AIMS)

1. AIMS values and supports the development of its staff through the provision of learning opportunities to enhance professional and technical capabilities. L&D support is provided to staff under the following criteria:
 - 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;
 - for multiple year applications for L&D, support will be approved for one calendar year with any subsequent year(s) requiring re-application and approval.

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. 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. Approval of major development programs such as MBA's is by AIMS' senior executive. Both MBAs include advanced training in areas relevant to AIMS activities and future needs. No study leave is provided by AIMS.

Qualification	Course	Participants and classifications	Cost \$
MBA	Majoring in Maritime & Logistics Management	1 x AOL* 5	NA
MBA	Majoring in Dispute Resolution	1 x AOL 7	7,543

* AIMS Officer Level (AOL)

AUSTRALIAN RESEARCH COUNCIL (ARC)

1. ARC has a Study Assistance Policy designed to provide assistance to eligible employees undertake approved courses of study to enhance specific skills and knowledge to increase ARC's capacity to achieve its goals. Study assistance is provided as paid leave of up to eight hours per week, unpaid leave and/or reimbursement of reasonable costs up to \$2,000 per calendar year however each application is assessed on its merit.
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.

Course	Participants*	Cost \$
Bachelor's Degree	4	6,000
Master's degree	2	

* Given the size of the agency, and the numbers involved there is a potential for the release of personal information and so the ARC is unable to disaggregate further.

AUSTRALIAN SKILLS QUALITY AUTHORITY (ASQA)

1. ASQA has a Study Assistance Policy is designed to provide assistance to eligible employees to undertake approved study to enhance specific skills and knowledge to increase ASQA's capacity to achieve its goals. Study assistance is directly linked to the employee's individual development plans and is provided in the form of paid leave, unpaid leave and/or reimbursement of reasonable costs up to \$3,000 per calendar year.

2.

Course	Participants and classifications	Cost \$
Litigation Master Class	1 x EL1	396
Advanced Civil Procedure (Tertiary)	1 x EL1	396
Cert IV in Training and Assessment	1 x EL1 2 x APS6	8,361
Mastering your financial environment	1 x SES Band 1	560
Cert IV in Government (Investigations)*	1 x EL2 4 x EL1 5 x APS6	27,900
AAT workshop (In house program)	1xEL2 10 x EL1	6,358

* 2.5 hours study leave per week per person

COMMONWEALTH SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANISATION (CSIRO)

CSIRO spent \$2.6 million on external training and conferences (excluding travel) for the period 1 March 2012 to 31 May 2012.

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

IP AUSTRALIA

1.

- 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 is 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. This cost covered the following courses and participants. A zero cost indicates that no claims have yet been submitted.

Qualification	Course	Participants and classifications	Cost \$
Certificate I	Certificate I in Mandarin	2 x PE6	0
Certificate III	Certificate III in Aged Care	1 x APS4	0
Certificate IV	Certificate IV in Community Work	1 x APS6	0
Certificate IV	Certificate IV in Government	1 x APS5 1 x APS6	3,975
Certificate IV	Certificate IV in Information Technology	1 x EL1	0
Graduate Certificate	Graduate Certificate in Trade Mark Law and Practice	1 x APS4 1 x APS6 1 x APS6	0
Diploma	Diploma of Marketing	1 x APS5 1 x APS6	299
Graduate Diploma	Graduate Diploma of Counselling	2 x EL1	0
Bachelor	Bachelor of Management	1 x EL1	0
Bachelor	Bachelor of Applied Science in Human Biology	1 x APS4	0
Bachelor	Bachelor of Arts	1 x APS3 1 x APS5	0

Bachelor	Bachelor of Business	1 x EL1	579
Bachelor	Bachelor of Graphic Design	1 x APS3	0
Bachelor	Bachelor of Laws	1 x APS5 1 x APS6 1x PE4 1 x EL1	1,385
Bachelor	Bachelor of Science	2 x APS4	0
Masters	Master in Management	1 x APS6 1 x PE6	0
Masters	Master of Industrial Property	4 x APS4 1 x APS5	0
Masters	Master of Intellectual Property Law	1 x PE4 1 x PE6 1 x PE6	0
Masters	Master of Laws	1 x PE6	0
Masters	Master of Project Management	1 x EL1	0
Masters	Masters in Business Administration	1 x PE6	0
Juris Doctor	Juris Doctor of Law	1 x PE6	1,685

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. Study assistance is provided in the form of paid leave, unpaid leave and/or reimbursement of reasonable costs up to \$3,000 per calendar year.
- 2.

Qualification	Course	Participants and classification	Cost \$
Masters	Master of Information Management	1 x APS6	1,500
Bachelor	Bachelor of Environmental Science	1 x APS5	3,000
Certificate	Certificate IV in Human Resources	1 x APS5	1,250