

**Senate Standing Committee on Education Employment and Workplace Relations**

**QUESTIONS ON NOTICE  
Additional Estimates 2011-2012**

**Cross Portfolio**

**DEEWR Question No.** EW0939\_12

**Senator Back provided in writing.**

Relates to previous DEEWR Question No. EW0510\_12

**Question**

***Education expenses***

"For the FYTD, 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, how many participants and the amount of study leave granted to each participant. Also include the reason for the study."

**Answer**

**Financial year to date (as at 1 March 2012)**

An estimated \$2.4 million (GST exclusive) was spent, by DEEWR, on learning and development, courses, training and workshops in the financial year to date (as at 1 March 2012).

Of this:

- \$1.7 million was expended on external courses (including studies assistance) that were organised and approved at the business level. As a result, this information is captured at the aggregate level and detailed information on each course is not able to be provided.
- \$710,437.44 was expended on courses which were managed centrally and therefore able to be itemised. Table 2 provides a detailed breakdown of this expenditure, however in summary:
  - \$207,299.73 was spent on courses run in-house and facilitated by external providers.
  - \$398,159.61 was spent on executive coaching and leadership courses.
  - \$104,978.10 was spent on the external courses listed in table 2.

DEEWR sought information regarding education expenditure for the financial year to date from Education, Employment and Workplace Relations portfolio agencies.

Table 1 outlines study leave granted and number of participants who have undertaken study by portfolio agency. All study leave granted must be demonstrably relevant to the employee's current role, responsibilities and future career aspirations or relevant to work in the APS.

Tables 2-9 provide a summary of expenditure, type of course, participant numbers and cost per participant for DEEWR and portfolio agencies.

Details of executive coaching and leadership services purchased in the 2011-12 financial year to date (as at 1 March 2012) is detailed in DEEWR's response to Question on Notice SQ12-000132.

**Table 1: Amount of study leave granted for each employee per portfolio department or agency**

<b>Portfolio department or agency</b>	<b>Number of hours of study leave granted</b>	<b>Number of participants granted study leave</b>
Department of Education, Employment and Workplace Relations (DEEWR)	13,635.87 (with pay) 5,290.5 (without pay)	260
Australian Curriculum, Assessment and Reporting Authority (ACARA)	28	1
Safe Work Australia (SWA)	0	0
Fair Work Ombudsman (FWO)	5,094.73	60
Comcare	295	38
Fair Work Australia (FWA)	2,819	24
Australian Institute for Teaching and School Leadership (AITSL)	175	1
Australian Building and Construction Commission (ABCC)	1,092	29

**Table 2: Breakdown of L&D courses for DEEWR staff, expenditure, participant numbers and cost per participant for 2011-12 (as at 1 March 2012).**

<b>Course name</b>	<b>Participants</b>	<b>Cost per participant</b>	<b>Total (incl GST)</b>
<b>Courses run in-house facilitated by external providers</b>			
Enhancing your performance in the APS	91	\$205.99	\$18,745.39
Contract management	48	\$334.35	\$16,048.80
Indigenous cultural capability awareness	114	\$274.25	\$31,264.50
Developing policy - an introductory class	69	\$142.39	\$9,824.91
Writing ministerial briefs	73	\$183.60	\$13,402.80
Presenting with confidence	15	\$254.03	\$3,810.45
Constructive conversations	63	\$546.15	\$34,407.45
Clear writing	89	\$404.67	\$36,015.63
Developing project management expertise	75	\$246.40	\$18,480.00
Emotional intelligence	44	\$245.45	\$10,799.80
Senate estimates training	235	\$38.30	\$9,000.00
Torres Strait Islander culture appreciation	32	\$171.88	\$5,500.00
<b>Total</b>	<b>948</b>	<b>N/A</b>	<b>\$207,299.73</b>
<b>Executive coaching and leadership</b>			
<b>Total</b>	<b>139</b>	<b>N/A</b>	<b>\$398,159.61</b>
<b>External courses</b>			
Executive Masters in Public Administration	2	\$41,419.50	\$82,839.00
Graduate Diploma in Economic Studies	2	\$11,069.55	\$22,139.10
<b>Total</b>	<b>4</b>	<b>N/A</b>	<b>\$104,978.10</b>
<b>Courses facilitated by DEEWR Staff</b>			
Ddocs (document management) for contributors	50	\$0.00	\$0.00
Ddocs (document management) for site owners and delegates	21	\$0.00	\$0.00
TRIM (records management)	40	\$0.00	\$0.00
Financial management in DEEWR	543	\$0.00	\$0.00
Bargaining workshops	28	\$0.00	\$0.00
Bite Size Seminars – Delegation	Unknown <sup>1</sup>	\$0.00	\$0.00
Risk Management Framework & Riskactive	64	\$0.00	\$0.00
RAP/Closing the Gap – Employment Cluster	62	\$0.00	\$0.00
<b>Total</b>	<b>808</b>	<b>N/A</b>	<b>\$0.00</b>
<b>DEEWR TOTAL</b>	<b>1,899</b>	<b>N/A</b>	<b>\$710,437.44</b>

<sup>1</sup> This figure is unknown as the Bite Size Seminars were held live, but also live-streamed across DEEWR and a recorded version made available to all staff.

**Table 3: Breakdown of L&D courses for Australian Curriculum, Assessment & Reporting Authority (ACARA) staff, expenditure, participant numbers and cost per participant for 2011-12 (as at 1 March 2012).**

Course name	Participants	Cost per participant	Total (incl GST)
<b>Courses run in-house facilitated by external providers</b> Equal employment opportunity (EEO), harassment and bullying prevention	104	\$92.36	\$9,605.44
<b>Total</b>	<b>104</b>	<b>N/A</b>	<b>\$9,605.44</b>
<b>Courses provided off-site facilitated by external providers</b> Prince2 Project Management training	5	\$1,650.00	\$8,250.00
EEO training (one-on-one)	4	\$3,003.00	\$12,012.00
Coaching – minute taking	2	\$412.50	\$825.00
<b>Total</b>	<b>11</b>	<b>N/A</b>	<b>\$21,087.00</b>
<b>Executive coaching and leadership courses</b>	14	\$2,675.35	\$37,454.90
<b>Total</b>	<b>14</b>	<b>N/A</b>	<b>\$37,454.90</b>
<b>Courses facilitated by ACARA staff</b> TRIM (records management) training	85	\$0.00	\$0.00
Stakeholder Relationship Management system training	85	\$0.00	\$0.00
<b>Total</b>	<b>170</b>	<b>N/A</b>	<b>\$0.00</b>
<b>ACARA TOTAL</b>	<b>299</b>	<b>N/A</b>	<b>\$68,147.34</b>

**Table 4: Breakdown of L&D courses for Safe Work Australia (SWA) staff, expenditure, participant numbers and cost per participant (as at 1 March 2012).**

Course name	Participants	Cost per participant	Total (incl GST)
<b>Courses run in-house facilitated by external providers</b>	0	\$0.00	\$0.00
<b>Total</b>	<b>0</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Executive coaching and leadership courses</b>	0	N/A	\$0.00
<b>Total</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Courses facilitated by SWA staff</b>	0	\$0.00	\$0.00
<b>Total</b>	<b>0</b>	<b>N/A</b>	<b>\$0.00</b>
<b>SWA TOTAL</b>	<b>0</b>	<b>N/A</b>	<b>\$0.00</b>



**Table 5: Breakdown of L&D courses for Fair Work Ombudsman (FWO) staff, expenditure, participant numbers and cost per participant for 2011-12 (as at 1 March 2012).**

<b>Course name</b>	<b>Participants</b>	<b>Cost per participant</b>	<b>Total (incl GST)</b>
<b>Courses run in-house facilitated by external providers</b>			
Certificate IV in government (investigation)	43	\$2,577.14	\$110,817.02
Certificate IV in government (workplace relations)	35	\$1,229.57	\$43,034.95
Diploma in project management	30	\$2,850.00	\$85,500.00
Achieving effective resolutions training	59	\$852.67	\$50,307.53
Increased stress resilience	43	\$558.13	\$23,999.59
Indigenous cultural awareness training	32	\$124.30	\$3,977.60
Harassment and diversity contact officer training	7	\$671.43	\$4,700.01
Team leader development program	20	\$4,023.98	\$80,479.60
Quality assurance training	14	\$909.86	\$12,738.04
Disability Awareness training	6	\$0.00	\$0.00
Mental Health First Aid	17	\$211.76	\$3,599.92
Appropriate Workplace Behaviour training	53	\$215.85	\$11,440.05
Managing Difficult Behaviour training	250	\$193.54	\$48,385.00
<b>Total</b>	<b>609</b>	<b>N/A</b>	<b>\$478,979.31</b>
<b>Executive coaching and leadership courses</b>	72	N/A	\$19,178.00
<b>Total</b>	<b>72</b>	<b>N/A</b>	<b>\$19,178.00</b>
<b>Courses facilitated by FWO staff</b>			
National technical training (core)	20	\$0.00	\$0.00
National technical training (field ops)	12	\$0.00	\$0.00
Investigation training	36	\$0.00	\$0.00
Investigative interviewing skills	13	\$0.00	\$0.00
NEXUS (IT program) training	34	\$0.00	\$0.00
Customer contact 'NICE' team leader tutorial	7	\$0.00	\$0.00
FWO corporate online induction	97	\$0.00	\$0.00
Performance management training	214	\$0.00	\$0.00
Paycheck plus train the trainer	15	\$0.00	\$0.00
Overview of fair work legislation online	11	\$0.00	\$0.00
Online operations manual training	138	\$0.00	\$0.00
APS Values & Code of Conduct in Practice	45	\$0.00	\$0.00
<b>Total</b>	<b>642</b>	<b>N/A</b>	<b>\$0.00</b>
<b>FWO TOTAL</b>	<b>1,323</b>	<b>N/A</b>	<b>\$498,157.31</b>

**Table 6: Breakdown of L&D courses for Comcare staff, expenditure, participant numbers and cost per participant for 2011-12 (as at 1 March 2012).**

<b>Course name</b>	<b>Participants</b>	<b>Cost per participant</b>	<b>Total (incl GST)</b>
<b>Courses run in-house facilitated by external providers</b>			
Assess your leadership capabilities	9	\$135.33	\$1,217.97
Effective report writing	15	\$600.00	\$9,000.00
Enhancing your performance in the APS	17	\$341.88	\$5,811.96
Client service skills	14	\$353.57	\$4,949.98
Effective feedback and coaching conversations	84	\$434.00	\$36,456.00
Certificate IV in injury claims	130	\$340.06	\$44,207.80
Pathways to leadership	38	\$1,118.81	\$42,514.78
Getting that selection right	44	\$108.47	\$4,772.68
Training and assessment upgrade course	14	\$210.64	\$2,948.96
Up front & in control	55	\$322.00	\$17,710.00
Manual handling	4	\$422.50	\$1,690.00
APS job application & interview skills	38	\$134.79	\$5,122.02
Completely organised at work	20	\$366.75	\$7,335.00
Bullying and harassment training	59	\$128.64	\$7,589.76
Accidental Counsellor	34	\$679.00	\$23,086.00
MS Office 2010 Upgrade Courses	38	\$324.21	\$12,319.98
<b>Total</b>	<b>613</b>	<b>N/A</b>	<b>\$226,732.89</b>
<b>Executive coaching and leadership courses</b>			
<b>Total</b>	<b>161</b>	<b>N/A</b>	<b>\$117,685.20</b>
<b>Courses facilitated by Comcare staff</b>			
Induction	94	\$0.00	\$0.00
TRIM (records management) training	49	\$0.00	\$0.00
OHS Act in a day	32	\$0.00	\$0.00
SRC Act in a day	49	\$0.00	\$0.00
Type of occurrence classification system	23	\$0.00	\$0.00
Developing your individual action plan	47	\$0.00	\$0.00
SRC LTP (IT program) training	177	\$0.00	\$0.00
Workplace health and safety workshops	122	\$0.00	\$0.00
Certificate IV in injury claims internal mods	96	\$0.00	\$0.00
WHS Overview training	40	\$0.00	\$0.00
Performance Management	12	\$0.00	\$0.00
A Manager's WHS Responsibilities	27	\$0.00	\$0.00
Addressing Selection Criteria	44	\$0.00	\$0.00
Bullying & Harassment Training	8	\$0.00	\$0.00
<b>Total</b>	<b>820</b>	<b>N/A</b>	<b>\$0.00</b>
<b>COMCARE TOTAL</b>	<b>1,594</b>	<b>N/A</b>	<b>\$344,418.09</b>

**Table 7: Breakdown of L&D courses for Fair Work Australia (FWA) staff, expenditure, participant numbers and cost per participant (as at 1 March 2012).**

Course name	Participants	Cost per participant	Total (incl GST)
<b>Courses run in-house facilitated by external providers</b>			
Resilience and self care <sup>2</sup>	27	\$155.15	\$4,189.05
Computer training	15	\$135.98	\$2,039.70
Sharepoint learning	12	\$105.83	\$1,269.96
Graduate training	10	\$413.18	\$4,131.80
Suicide Awareness	22	\$163.63	\$3,599.86
Change Management	9	\$555.00	\$4,995.00
Workplace Behaviour	19	\$518.4	\$9,849.60
Indigenous Awareness	20	\$210.00	\$4,200.00
<b>Total</b>	<b>134</b>	<b>N/A</b>	<b>\$34,274.97</b>
<b>Executive coaching and leadership courses</b>	106	N/A	\$55,390.93
<b>Total</b>	<b>106</b>	<b>N/A</b>	<b>\$55,390.93</b>
<b>Courses facilitated by FWA staff</b>			
TRIM (record management) training	67	\$0.00	\$0.00
Performance and Development framework	316	\$0.00	\$0.00
<b>Total</b>	<b>383</b>	<b>N/A</b>	<b>\$0.00</b>
<b>FWA TOTAL</b>	<b>623</b>	<b>N/A</b>	<b>\$89,665.90</b>

<sup>2</sup> FWA have reviewed invoice information and corrected the participant numbers and expenditure for this item since the submission of SQ11-001271.

**Table 8: Breakdown of L&D courses for Australian Institute for Teaching and School Leadership (AITSL) staff, expenditure, participant numbers and cost per participant for 2011-12 (as at 1 March 2012).**

Course name	Participants	Cost per participant	Total (incl GST)
<b>Courses run in-house facilitated by external providers</b>	0	\$0.00	\$0.00
<b>Executive coaching and leadership courses</b>	4	N/A	\$16,165.00
<b>Total</b>	<b>4</b>	<b>N/A</b>	<b>\$16,165.00</b>
<b>Courses facilitated by AITSL staff</b>	0	\$0.00	\$0.00
<b>AITSL TOTAL</b>	<b>4</b>	<b>N/A</b>	<b>\$16,165.00</b>



**Table 9: Breakdown of L&D courses for Australian Building and Construction Commission (ABCC) staff, expenditure, participant numbers and cost per participant for 2011-12 (as at 1 March 2012).**

<b>Course name</b>	<b>Participants</b>	<b>Cost per participant</b>	<b>Total spent (incl GST)</b>
<b>Courses run in-house facilitated by external providers</b>			
Bullying and harassment – Vic staff only	46	\$155.65	\$7,159.90
Workplace relations compliance	15	\$676.50	\$10,147.50
Cert IV in Government Investigations	13	\$3,170.00	\$41,210.00
Applied Project Management	6	\$1,363.35	\$8,180.10
<b>Total</b>	<b>80</b>	<b>N/A</b>	<b>\$66,697.50</b>
<b>Executive coaching and leadership courses</b>			
<b>Total</b>	<b>25</b>	<b>N/A</b>	<b>\$49,505.00</b>
<b>Courses facilitated by ABCC staff</b>			
ABCC corporate induction	17	\$0.00	\$0.00
ABCC introduction to field operations	13	\$0.00	\$0.00
AIMs training	70	\$0.00	\$0.00
AIMs training – new starter	6	\$0.00	\$0.00
Ethics training	61	\$0.00	\$0.00
Field operations technical training	53	\$0.00	\$0.00
	12	\$0.00	\$0.00
Field operations technical training – new starter			
Performance management training	159	\$0.00	\$0.00
<b>Total</b>	<b>391</b>	<b>N/A</b>	<b>\$0.00</b>
<b>ABCC TOTAL</b>	<b>496</b>	<b>N/A</b>	<b>\$116,202.50</b>