

**Senate Standing Committee on Education and Employment - Education**

**QUESTIONS ON NOTICE  
Additional Estimates 2013-2014**

**Cross Portfolio**

**Department of Education Question No. ED0369\_14**

**Senator Ludwig provided in writing.**

**Question**

**Executive coaching and leadership training**

1. In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Supplementary Budget Estimates in November 2013 to date:

- a. Total spending on these services
  - b. The number of employees offered these services and their employment classification
  - c. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
  - d. The names of all service providers engaged
2. For each service purchased from a provider listed under (4), please provide:
- a. The name and nature of the service purchased
  - b. Whether the service is one-on-one or group based
  - c. The number of employees who received the service and their employment classification
  - d. The total number of hours involved for all employees
  - e. (provide a breakdown for each employment classification)
  - f. The total amount spent on the service
  - g. A description of the fees charged (i.e. per hour, complete package)
  - h. Where a service was provided at any location other than the department or agency's own premises, please provide:
3. The location used
4. The number of employees who took part on each occasion (provide a breakdown for each employment classification)
5. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
6. Any costs the department or agency's incurred to use the location
- a. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?
  - b. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.

**Answer**

**Department of Education**

Question 1: This information is not collected centrally and therefore cannot be reported on. Individuals may have purchased coaching or leadership training services as part of their Individual Performance and Development Agreements.

Question 2, 3, 4, 5 and 6: No provider services have been purchased from Supplementary Budget Estimates in November 2013 to 28 February 2014.

Question 6a:

No agreements are made with employees in regards to continuing employment after training has been completed.

Question 6b:

Study leave is approved by line managers. Data specific to study leave for graduate or post graduate study is not collected centrally and cannot be reported on.

## **Australian Research Council (ARC)**

Question 1: The Australian Research Council (ARC) did not purchase any executive coaching or leadership training services during this reporting period.

Question 2, 3, 4, 5 and 6: No provider services have been purchased from Supplementary Budget Estimates in November 2013 to 28 February 2014.

Question 6a:

No agreements are made with employees in regards to continuing employment after training has been completed.

Question 6b: No graduate or post graduate study has been approved.

## The Australian Curriculum, Assessment and Reporting Authority (ACARA)

Question 1: The Australian Curriculum, Assessment and Reporting Authority (ACARA) has spent **\$0.00** on executive coaching and **\$2200.00** on other leadership training services from 20 November 2013 to 28 February 2014. However, please note payment for this training was made outside this period.

Questions 2, 3, 4, 5, 6: Table 1 details the staffing levels to whom executive coaching and leadership training services are offered within ACARA.

Table 2 provides a summary of expenditure for ACARA noting the figures are GST inclusive.

Table 3 outlines executive coaching and other leadership training services that were conducted from 20 November 2013 to 28 February 2014 by provider and classification. The table also outlines whether the services provided were at a location other than the department or portfolio agency and any costs incurred to use the location.

Table 4 provides information regarding study leave granted between 20 November 2013 and 28 February 2014.

In relation to question 4, employees are not required to enter into agreements with ACARA about their continuing employment after training has been completed.

**Table 1 Employees offered executive coaching and/or other leadership training services**

Department / portfolio agency	Offered to
ACARA	M1 (EL2 equivalent)

**Table 2 Summary of expenditure for 20 November 2013 to 28 February 2014**

Department / portfolio agency	Executive coaching	Leadership training	Total
ACARA	\$0.00	\$2,200.00	2,200

**Table 3 Leadership training expenditure for ACARA, 20 November 2013 to 28 February 2014**

Leadership Training										
Department /portfolio agency	Provider	1:1 or group	Location	Name of service	Nature of service	No. of employees	Classification	Total hours	Total spent (includes GST)	Fees charged
ACARA	Australian Institute of Management (AIM)	1:1	AIM Office – 7 Macquarie PI Sydney	Coaching Sessions	Professional Development Coaching	1	M1 (EL2 equivalent)	4	\$2,200.00	Package
<b>ACARA Totals</b>						<b>1</b>		<b>4</b>	<b>\$2,200.00</b>	

**Table 4 Summary of study leave granted between 20 November 2013 and 28 February 2014.**

Department / portfolio agency	Classification	Study leave granted per employee (hours)	Degree title	Total number of hours of study leave granted
ACARA	P1 (APS4 / APS5 equivalent)	4	Diploma in Project Management	4
	M1 (EL2 equivalent)	7	Graduate Diploma of Psychology	7
<b>ACARA Totals</b>				<b>11</b>

## **Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS)**

Question 1: Executive coaching and other leadership training cannot easily be distinguished from other staff training and development in AIATSIS' human resources or financial systems.

Question 2, 3, 4, 5 and 6: Executive coaching and other leadership training cannot easily be distinguished from other staff training and development in AIATSIS' human resources or financial systems.

Question 6a: Education, executive coaching and leadership training services would be provided based on need for the organisation and/or the individual and would not generally be linked to agreements about employment after training is completed.

Question 6b; This is a breakdown of each approved study leave by staffing allocation and degree or program title.

1 X 3hrs per week – Masters of Creative Writing – University of Canberra

1 X 3hrs 30min per week – Masters of Business Administration – ANU

1 x 3hrs per week – Bachelor of Accounting – University of Canberra

## Tertiary Education Quality and Standards Agency (TEQSA)

### Question 1

1a: Total spending on these services from November 2013 to 28 February 2014 is \$4,232.25 (GST Inclusive)

1b. Executive Coaching was offered to 5 staff at the Executive Officer level.

1c.

No of employees who utilised services	Employment classification	How much study leave
5	EL1	Nil

1d. The services were provided by CARFI Psychologists.

### Question 2:

2a. The service purchased was "Executive coaching level 1". The nature of the service was executive coaching.

2b. The service is provided on a one-on-one basis.

2c.

No of employees who utilised services	Employment classification
5	EL1

2d. and 2e.

Total hours	Employment classification
14 hours 15 minutes	EL1

2f. Total spending on these services from November 2013 to 28 February 2014 is \$4,232.25 (GST Inclusive)

2g. The coaching is charged on an hourly basis.

Question 3: The location used is the CARFI premises located at The Clocktower Centre, Suite 58, level 2, 255 Drummond St, Carlton Victoria 3053

Question 4: The sessions were provided on an individual basis to the 5 x EL1s who undertook the coaching.

Question 5: A total of 14 hours and 15 minutes of Executive level coaching was provided to the 5 x EL1s.

Question 6: There is no additional charge for staff to attend coaching at CARFI's premises.

Question 6a: No agreements have been made.

Question 6b: Graduate or post graduate study was not approved

## Australian Institute for Teaching and School Leadership (AITSL)

Question 1: \$Nil

Question 1a 1b, 1c, 1d: Not Applicable

Question 2a to 2h, 3, 4, 5, 6, 6a: Not Applicable

Question 6b:

<b>AITSL Classification Level</b>	<b>Course Title</b>	<b>Approved Study Leave</b>
<b>4</b>	Executive Master of Public Administration	12 days
<b>4</b>	Graduate Diploma of Teaching (Primary)	10 days per calendar year
<b>Executive</b>	Graduate Diploma of Applied Corporate Governance	4 days per calendar year