

Senate Standing Committee on Education Employment and Workplace Relations

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

Cross Portfolio

DEEWR Question No. EW0032_12

Senator Abetz provided in writing.

Question

Education Expenses

Please detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the cost and how many participants.

Answer

Tables 1-9 provide a summary of expenditure, type of course and participant numbers for the Department of Education, Employment and Workplace Relations, and for Education, Employment and Workplace Relations portfolio agencies. Figures include GST.

The Australian Skills Quality Authority (ASQA) came into being on 1 July 2011 so is not included in the tables.

Executive coaching and leadership courses are detailed in QoN EW0002_12.

Table 1: Department of Education, Employment and Workplace Relations (DEEWR)

In DEEWR most learning and development is purchased by line areas. An estimated \$4.2 million was spent by DEEWR on learning and development in the 2010-2011 financial year. Of this, \$1.3 million was spent on courses run in house for DEEWR staff and for executive coaching and leadership courses. A breakdown of this expenditure is below. The remaining \$2.9 million was expended on external courses including tertiary studies. The Australian Public Service Commission (APSC) was the main provider of external training courses for DEEWR staff with \$1.0 million expended through the APSC during the 2010-2011 financial year. DEEWR does not have a breakdown of external courses.

Course name	Participants	Total spent (includes GST)
<u>Courses run in-house facilitated by external providers</u>		
Enhancing your performance in the APS		
Contract management	100	\$37,786.00
Indigenous cultural capability awareness	16	\$6,330.00
Developing policy - an introductory class	417	\$120,270.00
Writing ministerial briefs	108	\$19,650.00
Presenting with confidence	399	\$87,638.00
Constructive conversations	30	\$16,429.00
Clear writing	129	\$30,759.00
Coaching skills for managers	80	\$59,947.00
Developing project management expertise	33	\$11,091.00
Briefing Ministers and structured writing	34	\$9,856.00
Dealing with difficult customers	34	\$20,488.00
Essential writing	30	\$3,667.00
Leading change workshops for SES staff	22	\$6,270.00
Leading change workshops for EL2 staff	13	\$1,200.00
	64	\$4,800.00
<u>Executive coaching and leadership courses</u>	459	\$872,818.86
<u>Courses facilitated by DEEWR staff</u>		
APS reform	47	\$0
Map intelligence wizard	83	\$0
Parliamentary processes	15	\$0
RAP (Reconciliation Action Plan) training	75	\$0
Ddocs (document management) for contributors	503	\$0
Ddocs (document management) for site owners and delegates	148	\$0
TRIM (records management)	288	\$0
Fraud and risk training (online modules)	153	\$0
Security, emergency and continuity (online modules)	143	\$0
Security awareness training	349	\$0
Fraud awareness training	174	\$0
Total	3,946	\$1,308,999.86

Table 2:Australian Building and Construction Commission (ABCC)

Course name	Participants	Total spent (includes GST)
<u>Courses run in-house facilitated by external providers</u>		
Bullying and harassment	16	\$2,400.00
Certificate IV in government investigations	9	\$32,158.96
Presentation skills	26	\$19,890.00
Wages and entitlements	64	\$52,926.65
<u>Executive coaching and leadership courses</u>	105	\$91,495.59
<u>Courses facilitated by ABCC staff</u>		
ABCC induction	7	\$0
Cognitive interviewing	12	\$0
Exercising coercive powers	46	\$0
Moot court	7	\$0
Right of entry	55	\$0
Proactive leadership online module	30	\$0
<u>Tertiary studies</u>	34	\$138,536.00
Total	411	\$337,407.20

Table 3:Australian Curriculum, Assessment and Reporting Authority (ACARA)

Course name	Participants	Total spent (includes GST)
<u>Courses run in-house facilitated by external providers</u>		
EAN (ExecutiveAssistant Network)	2	\$4,400.00
Executive media training	2	\$5,500.00
Coaching training	1	\$440.00
Speak with presence	1	\$539.00
<u>Executive coaching and leadership courses</u>	1	\$3,245.00
<u>Courses facilitated by ACARA staff</u>		
TRIM (records management) training	120	\$0
Total	127	\$14,124.00

Table 4:Australian Institute for Teaching and School Leadership

Course name	Participants	Total spent (includes GST)
<u>Executive coaching and leadership courses</u>	4	\$5,170
Total	4	\$5,170

Table 5:Australian Learning and Teaching Council

Course name	Participants	Total spent (includes GST)
<u>Courses run in-house facilitated by external providers</u>		
OH&S course	5	\$2,995.00
<u>Tertiary studies</u>	3	\$6,473.00
Total	8	\$9,468.00

Table 6: Comcare

Course name	Participants	Total spent (includes GST)
<u>Courses run in-house facilitated by Comcare*</u>	1,676	\$0
TOOCS (IT program)		
Corporate induction		
TRIM (records management) basic training		
SRC legislative training program		
OH&S Act in a day		
SRC Act in a day		
Developing your Indigenous awareness		
Case conference		
File reviews and reflect		
Leading bold change		
OH&S legislative training program		
TRIM (records management) your email		
Respect and diversity		
<u>Executive coaching and leadership courses</u>	175	\$223,180.00
<u>External courses*</u>	1,824	\$1,481,488.88
Project management		
Management essentials		
Pathways to leadership		
Getting that selection right		
About committees seminar		
ACLA innovation plus IT		
Admin investment in the APS		
Advanced diploma OH&S		
Australia and New Zealand School of Government annual conference		
APS business writing		
APS job applications		
Bomb threat training		
Build workplace resilience		
Case management essentials		
Certificate IV customer service		
Certificate IV role of the CSO		
Certificate IV work in the public sector		
Certificate IV values principles		
Certificate IV government OH&S		
Certificate IV OH&S		
Certificate IV training & assessment		
Certificate IV initial liability		

Certificate IV ongoing management		
Client service in the public sector		
Collaborative policy form		
Conflict resolution for EL staff		
Contract management		
Diploma of management		
Diploma of OH&S		
Diploma of project management		
Effective OH&S committees		
Enhancing performance in the APS		
Microsoft Office		
Financial delegations		
Financial skills introduction		
Fire extinguisher training		
First in client service		
FISH (IT program) workshop		
Giving & receiving feedback		
Intensive negotiation		
Leading projects		
Leading your team		
Lectora (IT program) intermediate		
Management essentials		
Manual handling training		
Marketing yourself to an EL position		
Medical terminology		
Mental health for managers		
Performance improvement masterclass		
Working with words		
Warden roles and responsibilities		
Upfront and in control		
The accidental counsellor		
Team building workshop		
Stress free		
Simple procurement		
Resilience time of change		
<u>Tertiary studies</u>	38	\$60,382.23
Total	3,713	\$1,765,051.11

*Further breakdown of participants by course not recorded.

Table 7: Fair Work Australia

Course name	Participants	Total spent (includes GST)
<u>Courses run in-house facilitated by external providers</u>		
Associates conference		
Customer service	50	\$800.00
Dealing with difficult people	1	\$540.00
Economic/social research conference	26	\$10,759.09
EEO (Equal Employment Opportunity) practitioner	14	\$5,424.54
Finance software	1	\$480.00
Financial management	2	\$7,400.00
FOI (Freedom of Information) awareness	2	\$1,454.54
Government policy	41	\$17,295.46
Human resources software	5	\$3,036.36
Human resources general	1	\$590.91
Human resources practitioner	2	\$804.54
Industrial relations seminars	6	\$10,914.42
IT desktop software	28	\$22,058.63
IT desktop software all staff	10	\$39,093.27
IT internet software	301	\$84,931.44
IT internet software all staff	10	\$3,040.00
IT other software	301	\$86,610.14
IT practitioner	13	\$12,800.00
IT systems	4	\$25,080.46
IT communication software	17	\$44,475.00
Labour statistics	42	\$49,155.14
Legal – industrial relations	1	\$409.09
Legal – OH&S	8	\$1,780.00
Legal – general	10	\$2,780.00
Management/supervision	29	\$10,346.20
Managers' conference	25	\$39,868.86
Managing meetings	40	\$5,454.55
Mediation and dispute resolution	1	\$236.36
Negotiation	30	\$27,767.80
OH&S	1	\$450.00
OH&S – first aid	2	\$775.00
Privacy	19	\$2,320.00
Problem solving	1	\$707.25
Procurement	1	\$450.00
Productivity	2	\$4,330.82
Project management	10	\$10,500.00
Records management	1	\$3,800.00
Staff selection	4	\$2,443.41
Team work styles	9	\$3,868.17
Values and ethics	35	\$14,102.73
Women's day	4	\$4,845.45
Workplace behaviour practitioner	19	\$1,809.09
Workplace behaviour program for all staff	2	\$1,109.10
Writing skills	301	\$46,500.00
	26	\$14,072.73
<u>Executive coaching and leadership courses</u>	22	\$89,492.26
<u>Tertiary studies</u>	24	\$60,663.00
Total	1,504	\$777,625.81

Table 8:Fair Work Ombudsman (FWO)

Course name	Participants	Total spent (includes GST)
<u>Courses run in-house facilitated by external providers</u>		
Judgement and decisionmaking	119	\$33,171.65
Certificate IV in government (investigation)	43	\$168,339.66
Certificate IV in government (workplace relations)	14	\$18,120.00
Diploma in project management	30	\$81,923.24
NEXUS (IT) 1 day training	593	\$91,139.91
<u>Executive coaching and leadership courses</u>	112	\$162,147.84
<u>Courses facilitated by FWO staff</u>		
Anti-discrimination training	31	\$0
Investigation training	77	\$0
National technical training (legislative induction)	102	\$0
TAMA master class (IT program)	43	\$0
TAMA (IT program)	58	\$0
FWA (IT) for non-technical staff	17	\$0
NEXUS (IT) 2 day training	531	\$0
Presentation skills	99	\$0
Giving and receiving feedback	14	\$0
Desktop rollout	580	\$0
<u>Tertiary studies</u>		
Study assistance program	56	\$66,075.75
Total	2,519	\$620,918.05

Table 9:Safe Work Australia

Course name	Participants	Total spent (includes GST)
<u>External courses</u>	20	\$5,510.00
Total	20	\$5,510.00