

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

**QUESTIONS ON NOTICE  
Supplementary Budget Estimates 2012-2013**

**Cross Portfolio**

**DEEWR Question No.** EW0483\_13

**Senator Back provided in writing.**

**Question**

**Education expenses**

Has there been a change to the department/agency's guidelines on study since the 2012-13 Budget Estimates (May 2012)? If yes, please provide details.

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**

Changes to the department/portfolio agencies guidelines on study since the 2012-13 Budget Estimates (May 2012) are outlined in Table 1.

An estimated \$0.5 million was spent by DEEWR on learning and development, courses, training and workshops in the 2012-13 financial year to date (as at 30 September 2012).

Of this:

- \$424,875.00 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.
- \$75,125.11 was expended on courses which were managed centrally and therefore able to be itemised. Table 4 provides a detailed breakdown of this expenditure,

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

Table 2 outlines the number of study leave hours granted, the number of participants who were granted study leave and the classification of study leave participants.

Table 3 outlines the high level reason for the study, how it is beneficial for the department/agency and the department/agency's guidelines on study.

Tables 4 -11 provide an overview of the expenditure, course type, participant numbers and classification, and cost per participant for DEEWR and portfolio agencies.

Details of executive coaching and other leadership training services purchased in the 2012-13 financial year to date (as at 30 September 2012) are detailed in DEEWR's response to Question on Notice EW0488\_13.

**Table 1: Changes to the department/agencies guidelines on study since the 2012-13 Budget Estimates (May 2012)**

<b>Portfolio department or agency</b>	<b>Change Yes/No</b>	<b>If yes, please provide details</b>
Department of Education, Employment and Workplace Relations (DEEWR)	No	
Australian Curriculum, Assessment and Reporting Authority (ACARA)	Yes	Changes are as a result of the implementation of ACARA first Enterprise Agreement (26 July 2012). Study leave provides employees the opportunity to strengthen their capability by building on skills and / or knowledge, by giving staff additional time to focus on their accredited course. Study leave is granted on the basis that the course of study is relevant to ACARA current or future work plan and therefore is seen as an initiative that contributes to ACARA organisational capacity
Australian Institute for Teaching and School Leadership (AITSL)	No	
Comcare	Yes	Centralised studies assistance budget to Corporate funding arrangements. Changes to approval process including introduction of application intakes (two per year in line with academic semester dates) and formation of studies assistance committee as recommending body to involve business in approval decisions.
Fair Work Australia (FWA)	No	
Fair Work Building and Construction (FWBC)	No	
Fair Work Ombudsman (FWO)	No	
Safe Work Australia (SWA)	No	

**Table 2: 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>	<b>Classification</b>
DEEWR	5129.87 (with pay) 1177.50 (without pay)	128  6	APS, EL, SES
ACARA	195	8	A2,P1,P2,P3
AITSL	175 (with pay)	1	APS 4-6
Comcare	2,340	39	APS, EL
FWA	655.18	19	APS, EL
FWBC	285	4	APS, EL, SES
FWO	1942	29	APS, EL
SWA	448.50	6	APS, EL

**Table 3 Reason for the study, how it is beneficial and the department/agency's guidelines on study**

Portfolio department or agency	Reason for the study, how it is beneficial and the department/agency's guidelines on study
DEEWR	Studies assistance is designed to provide assistance to eligible employees to undertake an approved course of study to enhance their specific skills, knowledge, capabilities and the department's capacity to achieve its vision and goals. Studies assistance has direct linkages to an employee's Individual Performance and Development (IPAD) Plan. Training undertaken is relevant to the individual's role.
ACARA	Executive Coaching and Leadership and Manager training commenced in Q3 and Q4 of 2011/12 to enhance specific skills and capabilities in the leadership team and provide experience for emerging managers for future roles.
AITSL	Studies assistance is designed to provide assistance to eligible employees to undertake an approved course of study to enhance their specific skills, knowledge, capabilities and the department's capacity to achieve its vision and goals. Training undertaken is relevant to the individual's role and development and will help AITSL progress its objectives.
Comcare	<p>Studies Assistance is a component of Comcare's Learning and Development. It is beneficial by:</p> <ul style="list-style-type: none"> <li>• Improving capability to meet current and future workforce needs.</li> <li>• Providing opportunities for employees to access programs of study identified within Individual Actions Plans (part of the Performance Development Framework).</li> <li>• Contributing to employee's career development and potential contribution within Comcare and the broader APS.</li> </ul> <p>Developing and enriching employees' skills and knowledge to grow professionally and personally, enhancing Comcare's capacity to deliver the 2015 Strategic Plan.</p>
FWA	Studies assistance is designed to provide assistance to eligible employees to undertake an approved course of study to enhance their specific skills, knowledge, capabilities and the agency's capacity to achieve its vision and goals. Studies assistance has direct linkages to an employee's Performance and Development Plan (PDP).
FWBC	Studies assistance is designed to provide assistance to eligible employees to undertake relevant study as part of a planned career development strategy. Courses undertaken aim to enhance their specific skills, knowledge, capabilities and the department's capacity to achieve its vision and goals.
FWO	Studies assistance is designed to provide assistance to eligible employees to undertake an approved course of study to enhance their specific skills, knowledge, capabilities and the department's capacity to achieve its vision and goals. Studies assistance that is provided forms part of any respective employee's performance agreement. Training undertaken is relevant to the individual's role or development.
SWA	<p>Study assistance is designed to provide assistance to eligible employees to undertake an approved course of study to enhance their specific skills, knowledge, capabilities and the agency's capacity to achieve its vision and goals. Study assistance has direct linkages to an employee's Performance Development Agreement (PDA).</p> <p>Training undertaken is relevant to the individual's role.</p>

**Table 4: Breakdown of L&D courses for DEEWR staff, expenditure, participant numbers, classification and cost per participant for the 2012-13 financial year (as at 30 September 2012)**

<b>Course name</b>	<b>Participants</b>	<b>Classification</b>	<b>Cost per participant</b>	<b>Total (incl GST)</b>
<b>Courses run in-house facilitated by external providers</b>				
<b>Total</b>	<b>0</b>			<b>\$0.00</b>
<b>Executive coaching and leadership</b>				
<b>Total</b>	<b>88</b>	SES		<b>\$75,125.11</b>
<b>External courses</b>				
<b>Total</b>	<b>0</b>			<b>\$0.00</b>
<b>Courses facilitated by DEEWR Staff</b>				
<b>Total</b>	<b>0</b>			<b>\$0.00</b>
<b>DEEWR TOTAL</b>	<b>88</b>			<b>\$75,125.11</b>

**Table 5: Breakdown of L&D courses for Australian Curriculum, Assessment & Reporting Authority (ACARA) staff, expenditure, participant numbers, classification and cost per participant for the 2012-13 financial year (as at 30 September 2012).**

<b>Course name</b>	<b>Participants</b>	<b>Classification</b>	<b>Cost per participant</b>	<b>Total (incl GST)</b>
<b>Courses run in-house facilitated by external providers</b>				
Capability workshops	38	A2/A3/A4/P1/P2 /P3/P4/M1/M2	\$158.50	\$6,023.00
<b>Total</b>	<b>38</b>		<b>\$158.50</b>	<b>\$6,023.00</b>
<b>Executive coaching and leadership</b>				
Building management capacity				
<b>Total</b>	20	M1/M2	\$1817.75	\$36,355.00
<b>External courses</b>				
Cert.IV in Training and Assessment	2	P1/P2 A4		
Workstation Assessment Seminar	1	A4/P1/P2	\$1223.33	\$3,670.00
<b>Total</b>	<b>3</b>			<b>\$3,670.00</b>
<b>Courses facilitated by ACARA Staff</b>				
Total	0			\$0.00
<b>ACARA TOTAL</b>	<b>61</b>		<b>\$754.89</b>	<b>\$46,048.00</b>

**Table 6: Breakdown of L&D courses for Australian Institute for Teaching and School Leadership (AITSL) staff, expenditure, participant numbers, classification and cost per participant for the 2012-13 financial year (as at 30 September 2012).**

<b>Course name</b>	<b>Participants</b>	<b>Classification</b>	<b>Cost per participant</b>	<b>Total (incl GST)</b>
<b>Courses run in-house facilitated by external providers</b>				
Tailor six month Leadership Development Program	11	EL	2956.34	\$32,519.74
<b>Total</b>				<b>\$32,519.74</b>
<b>Executive coaching and leadership</b>				
<b>Total</b>	<b>0</b>			<b>\$0.00</b>
<b>External courses</b>				
Corporate Governance	1	SES	\$1,650.00	\$1,650.00
<b>Total</b>				<b>\$1,650.00</b>
<b>Courses facilitated by AITSL Staff</b>				
<b>Total</b>	<b>0</b>			<b>\$0.00</b>
<b>ATISL TOTAL</b>	<b>12</b>			<b>\$34,169.74</b>

**Table 7: Breakdown of L&D courses for Comcare staff, expenditure, participant numbers, classification and cost per participant for the 2012-13 financial year (as at 30 September 2012)**

<b>Course name</b>	<b>Participants</b>	<b>Classification</b>	<b>Cost per participant</b>	<b>Total (incl GST)</b>
<b>Courses run in-house facilitated by external providers</b>				
Certificate IV in injury claims	18	APS		\$11,760.00
Emotional Intelligence	16	APS, EL		Course paid in previous financial year
Up Front and In Control	22	APS, EL		\$11,768.54
<b>Total</b>	<b>56</b>			<b>\$23,528.54</b>
<b>Executive coaching and leadership</b>				
(Figures to come from Finance SQ12-001189)	81	EL, SES		\$56,019.92
<b>Total</b>	<b>81</b>			<b>\$56,019.92</b>
<b>External courses</b>				
\$124,527.02 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.				
<b>Total</b>				<b>\$124,527.02</b>
<b>Courses facilitated by Comcare Staff</b>				
Corporate Induction	34	APS, EL, SES		\$0.00
CSO Induction	32	APS		\$0.00
A Manager's WHS Responsibilities	10	APS, EL		\$0.00
Musculoskeletal Injuries	29	APS, EL		\$0.00
Preventing Psychological Injury through Leadership	18	APS, EL		\$0.00
SRC Act in a Day	46	APS, EL, SES		\$0.00
SRC LTP (IT program) training	77	APS, EL, SES		\$0.00
TRIM (records management) training	41	APS, EL, SES		\$0.00



<b>Course name</b>	<b>Participants</b>	<b>Classification</b>	<b>Cost per participant</b>	<b>Total (incl GST)</b>
WHS Act in a Day	57	APS, EL, SES		\$0.00
<b>Total</b>	<b>344</b>			<b>\$0.00</b>
<b>Comcare TOTAL</b>	<b>481</b>			<b>\$204,075.48</b>

**Table 8: Breakdown of L&D courses for Fair Work Australia (FWA) staff, expenditure, participant numbers, classification and cost per participant for the 2012-13 financial year (as at 30 September 2012)**

<b>Course name</b>	<b>Participants</b>	<b>Classification</b>	<b>Cost per participant</b>	<b>Total (incl GST)</b>
<b>Courses run in-house facilitated by external providers</b>				
Transitioning through Change	13	APS, EL	\$262.31	\$3,410.00
<b>Total</b>	<b>13</b>			<b>\$3,410.00</b>
<b>Executive coaching and leadership</b>				
	21	APS, EL	\$11,428.00	\$11,428.00
<b>Total</b>	<b>21</b>			<b>\$11,428.00</b>
<b>External courses</b>				
Influence in the Workplace	1	APS	\$1,974.50	\$1,974.50
The New Supervisor	1	APS	\$1,760.00	\$1,760.00
Frontline Leadership	2	APS	\$553.00	\$1,106.00
Leadership Network Conference	2	APS, EL	\$1,300.00	\$2,600.00
Strategic Thinking	1	EL	\$0.00	\$0.00
National Mediation Conference	2	EL	\$850.00	\$1,700.00
Advance Life Support Recertification	1	APS	\$195.00	\$100.00
Discrimination: Modern risks and challenges	1	APS	\$95.00	\$95.00
Team Effectiveness	1	APS	\$660.00	\$660.00
Australian Labour Law Conference	4	EL	\$895.00	\$3,580.00
Microsoft Access 2007	1	APS	\$130.00	\$130.00
Resilience in Workplace	2	APS	\$505.00	\$1,010.00
Personal Productivity	1	APS	\$375.00	\$375.00
Get to the Point Writing	1	EL	\$0.00	\$0.00
inDesign CS5 Essentials	1	APS	\$795.00	\$795.00
Webinar Qualitative Research	1	APS	\$55.00	\$55.00
Writing Briefs	1	APS	\$0.00	\$0.00
Advocacy Training	2	APS	\$0.00	\$0.00

<b>Course name</b>	<b>Participants</b>	<b>Classification</b>	<b>Cost per participant</b>	<b>Total (incl GST)</b>
Interviewing Skills	2	APS	\$550.00	\$1,100
HR tips and traps	2	APS	\$95.00	\$190.00
<b>Total</b>	<b>30</b>			<b>\$17,230.50</b>
<b>Courses facilitated by FWA Staff</b>				
Associates Training	4	APS	\$0.00	\$0.00
<b>Total</b>	<b>4</b>			<b>\$0.00</b>
<b>FWA TOTAL</b>	<b>48</b>			<b>\$32,068.50</b>

**Table 9: Breakdown of L&D courses for Fair Work Building and Construction (FWBC) staff, expenditure, participant numbers, classification and cost per participant for the 2012-13 financial year (as at 30 September 2012)**

<b>Course name</b>	<b>Participants</b>	<b>Classification</b>	<b>Cost per participant</b>	<b>Total (incl GST)</b>
<b>Courses run in-house facilitated by external providers</b>				
Investigative Interviewing & Evidence Management	23	APS, EL	\$1,936.02* (total cost of training was \$170,369.76)	\$48,309.00* (total cost of training was \$170,369.76)
Workplace Compliance Training	10	APS	\$1,263.00	\$12,629.91
<b>Total</b>	<b>33</b>			<b>\$60,938.91</b>
<b>Executive coaching and leadership</b>				
<b>Total</b>	<b>45</b>	APS, EL, SES		<b>\$145,267.50</b>
<b>External courses</b>				
Excel 2007/10 Essentials	1	APS	\$380.00	\$380.00
Microsoft Advanced Excel	1	EL	\$355.00	\$355.00
Migration to Search Manager Training	1	APS	\$0.00	\$0.00
One Place NLP Fundamentals	2	EL, SES	\$1,795.00	\$3,590.00
Policy Evaluation as a Practical Science-Varieties of Complexity, Theory based Evaluation	1	APS	\$500.00	\$500.00
PowerPoint Advanced	1	APS	\$380.00	\$380.00
The New Manager 2012	1	APS	\$1,800.00	\$1,800.00
Time Management	1	APS	\$1,200.00	\$1,200.00
<b>Total</b>	<b>9</b>			<b>\$8,205.00</b>
<b>Courses facilitated by FWBC Staff</b>				
FWBC Corporate Induction	11	APS	\$0.00	\$0.00
FWBC Introduction to Field Operations	11	APS	\$0.00	\$0.00
Time and Wages Training	7	APS	\$0.00	\$0.00
<b>Total</b>	<b>29</b>		<b>\$0.00</b>	<b>\$0.00</b>

Course name	Participants	Classification	Cost per participant	Total (incl GST)
<b>FWBC TOTAL</b>	<b>115</b>			<b>\$214,411.41</b>

**Table 10: Breakdown of L&D courses for Fair Work Ombudsman (FWO) staff, expenditure, participant numbers, classification and cost per participant for the 2012-13 financial year (as at 30 September 2012)**

Course name	Participants	Classification	Cost per participant	Total (incl GST)
<b>Courses run in-house facilitated by external providers</b>				
Telephony –End User (adviser) (1 Day)	135	APS, EL	\$0.00	\$0.00*
Telephony – Various supervisor sessions (various sessions from ½ day to 3 days)	180	APS 5 and above	\$0.00	\$0.00*
<b>Total</b>	<b>315</b>			
<b>Executive coaching and leadership</b>				
<b>Total</b>	<b>0</b>			<b>\$0.00</b>
<b>External courses</b>				
<b>Total</b>	<b>0</b>			<b>\$0.00</b>
<b>Courses facilitated by FWO Staff</b>				
Presentation Skills (1 Day)	25	APS, EL	\$0.00	\$0.00
Interpreting industrial instruments (1 Day)	26	APS, EL	\$0.00	\$0.00
<b>Total</b>	<b>51</b>			
<b>Online Programs (1/2 day modules)</b>				
NTT - Employees and Status of Employment	7	APS, EL	\$0.00	\$0.00
NTT-General Protections	14	APS, EL	\$0.00	\$0.00
NTT-Modern Awards	7	APS, EL	\$0.00	\$0.00
NTT-Minimum Conditions of Employment	8	APS, EL	\$0.00	\$0.00
NTT-Role of FWO and other agencies	8	APS, EL	\$0.00	\$0.00
NTT-Records, Payslips and Deductions	10	APS, EL	\$0.00	\$0.00

Course name	Participants	Classification	Cost per participant	Total (incl GST)
NTT-Termination of Employment	7	APS, EL	\$0.00	\$0.00
FWO Corporate Induction Program	5	APS, EL	\$0.00	\$0.00
<b>Total</b>	<b>66</b>			<b>Nil</b>

\*The cost of training is subsumed by FWO's telephony services provider as part of a broader contract for services.

**Table 11: Breakdown of L&D courses for Safe Work Australia (SWA) staff, expenditure, participant numbers, classification and cost per participant for the 2012-13 financial year (as at 30 September 2012)**

Course name	Participants	Classification	Cost per participant	Total (incl GST)
<b>Courses run in-house facilitated by external providers</b>				
Courses run in-house facilitated by external providers				
Promoting a Harassment Free Workplace	60	APS EL SES	\$73.33	\$4,400.00
<b>Total</b>	<b>60</b>			<b>\$4,400.00</b>
<b>Executive coaching and leadership</b>				
<b>Total</b>	<b>0</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>External courses</b>				
Job application and Interview Skills	1	APS	\$635.00	\$635.00
Social Media and Government Communications	1	APS	\$0.00	\$0.00
<b>Total</b>	<b>2</b>		<b>\$635.00</b>	<b>\$635.00</b>
<b>Courses facilitated by SWA Staff</b>				
<b>Total</b>	<b>0</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>Total</b>	<b>62</b>			<b>\$5,035.00</b>