

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITIONAL ESTIMATES 2012-2013

Finance and Deregulation Portfolio

Department/Agency: Department of Finance and Deregulation
Outcome/Program: General
Topic: Education Expenses

Senator: Ryan

Question reference number: F83

Type of question: Written

Date set by the committee for the return of answer: Tuesday, 2 April 2013

Number of pages: 2

Question:

- a) What is the department/agency's guidelines on study?
- b) 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:

- a) The Department provides study assistance to staff, as outlined in the Department of Finance and Deregulation Enterprise Agreement 2011-2014 and in the Study Assistance Policy. This includes:
 - Up to \$8,000 (including Fringe Benefit Tax where applicable) per calendar year with payment made in the form of reimbursement upon successful completion of a subject.
 - Up to six hours of study leave per week, irrespective of how many subjects being studied.
 - Up to two days leave to study for/attend compulsory examinations.
- b) For the period 1 July 2012 to 31 January 2013:

In house courses and tertiary studies

Type of course	Total cost	Average cost per participant	Number of participants	Participants' Levels	Amount of study leave granted	Study Leave days by Level***
Professional Skills Training	\$28,984	\$232	125	APS2 1 APS3 4	Nil	N/A

				APS4	8		
				APS5	21		
				APS6	27		
				EL1	30		
				EL2	32		
				SES	2		
Career Starter Program	\$13,528	\$1,353	10	APS2	10	Nil	N/A
Graduate Development Program	\$55,690	\$713	78	APS3	21	Nil	N/A
				APS4	45		
				APS5	12		
Leadership Training [^]	\$179,287	\$1,660	108	APS4	4	Nil	N/A
				APS5	20		
				APS6	16		
				EL1	18		
				EL2	38		
				SES1	12		
Executive Coaching	\$10,464	\$872	12	APS5	2	Nil	N/A
				EL1	4		
				EL2	3		
				SES1	2		
				SES2	1		
Mentor Training	\$377	\$63	6	EL1	2	Nil	N/A
				EL2	1		
				SES1	2		
				SES3	1		
Formal study programs*	\$385,252**	\$2,152	179	APS1	3	847.7 days	2
				APS2	10		4
				APS3	12		10
				APS4	20		16
				APS5	42		37
				APS6	36		22
				EL1	44		35
				EL2	11		9
				SES	1		1
							APS1
							18.3
							APS2
							36.2
							APS3
							90.8
							APS4
							128
							APS5
							213.1
							APS6
							149.3
							EL1
							161
							EL2
							50.9

*The reason for study is for staff to progress towards a relevant formal qualification that aligns to the needs of the department.

** Total cost for formal study programs shows expenses committed to date pro-rated across study periods and includes FBT where applicable. These are estimates only (maximum cost) as staff are not reimbursed until they have successfully completed of their unit/subject.

***Not all staff participating in formal study sought study leave.

[^] The Leadership Training figures include attendance at training external to Finance as detailed in F84.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITIONAL ESTIMATES 2012-2013

Finance and Deregulation Portfolio

Department/Agency: Australian Electoral Commission

Outcome/Program: General

Topic: Education expenses

Senator: Ryan

Question reference number: F83

Type of question: Written

Date set by the committee for the return of answer: Tuesday, 2 April 2013

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Answer:

- a) The AEC guidelines describe the types of studies assistance available to employees. There are 3 components to Studybank and the guidelines are structured to reflect these:
 - i) Approval as a Student
 - ii) Approval to Access Studybank Leave
 - iii) Approval for Financial Assistance
- b) Education expenses which is beyond what is referred to in a) above for 1 July 2012–31 January 2013 was \$210,640. Individual data is not available as training costs are grouped. Note: it was reported in F92 from 2012 October Supplementary Budget Estimates the education expenses for 1 July 2012 – 30 September 2012 was \$126,727; this figure should have been reported as \$121,578.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITIONAL ESTIMATES 2012-2013

Finance and Deregulation Portfolio

Department/Agency: ComSuper
Outcome/Program:
Topic: Education expenses

Senator: Ryan
Question reference number: F83
Type of question: Written
Date set by the committee for the return of answer: Tuesday, 2 April 2013

Number of pages: 2

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- a) What is the department/agency's guidelines on study?
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Answer:

- a) Study Bank is aimed at assisting ComSuper employees gain qualifications that meet current and future business needs. Importantly, Study bank provides the opportunity for employees to access study programs identified in their Performance Agreements. This will help build long term capability and promote a learning culture in ComSuper.
- b) For this financial year to date (1 July 2012 – 31 January 2013), ComSuper has spent \$220,229 on education expenses.

Type of Course	Total cost FYTD \$	Average cost per participant \$	Number of participants	Amount of Study Leave Granted (hours)
Professional Skills Training	\$147,494	\$460	320	Nil*
Leadership Training	\$60,860	\$388	157	Nil
Formal study programs	\$11,875	\$660	18	727.5 hours

*study leave is normally granted during work hours for formal study programs.

ComSuper is unable to answer part of the question (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) as the extraction of the data would require an unreasonable diversion of resources to compile data ahead of the regular financial year reporting cycle.

The reason for study is to provide staff with the skills required to perform their day to day duties.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITIONAL ESTIMATES 2012-2013

Finance and Deregulation Portfolio

Department/Agency: Commonwealth Superannuation Corporation

Outcome/Program:

Topic: Education expenses

Senator: Ryan

Question reference number: F83

Type of question: Written

Date set by the committee for the return of answer: Tuesday, 2 April 2013

Number of pages: 3

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Answer:

- a) CSC recognises that appropriate ongoing learning can be valuable for the development and welfare of its employees.

Therefore CSC may provide assistance to employees to complete education courses where the proposed educational course is relevant to CSC's business requirements or the employee's career development with CSC; and the employee has consistently demonstrated a satisfactory or above average job performance.

b) For the period 1 July 2012–31 January 2013:

CSC business team	Course/training	Cost \$	No of participants	Amount of study leave granted
Investments				
Listed Equities Project Manager	Masters Applied Finance (various modules)	\$6,282	1	2 days
Sub-Total		\$6,282	1	2 days
Operations				
Investment Operations Analyst	Master of Business Administration	Nil	1	5 days
Taxation Analyst	Chartered Accountancy Programme	Nil	1	Nil
Performance Analyst	Actuarial qualifications	Nil	1	3 days
Sub-Total		Nil	3	8 days
HR & Business Services				
Payroll Officer	Payroll Management Certificate	\$860	1	2 days
External facilitator organised by HR & Business Services – for various staff and managers to attend	Hiring Skills for Managers (3 separate sessions)	\$7,200	26	Nil
External facilitator organised by HR & Business Services – for various staff to attend	Business Writing Skills (3 separate sessions)	\$13,640	33	Nil
Sub-Total		\$21,700	60	2 days

Member & Employer Services				
Member Education Consultant	Diploma of Superannuation	\$825	1	Nil
Sub-Total		\$825	1	Nil
General Counsel				
Senior Analyst Legal & Compliance	Graduate Certificate in Management	\$2,946	1	1 day
Sub-Total		\$2,946	1	1 day
Board Services				
Assistant Secretary	Bachelor of Commerce (Business Law)	Nil	1	Nil
Sub-Total		Nil	1	Nil
Total		\$31,753	67	13 days

All of the courses/training listed above are directly relevant to the employees' work with CSC.

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ANSWERS TO QUESTIONS ON NOTICE
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Finance and Deregulation Portfolio

Department/Agency: Future Fund Management Agency

Outcome/Program:

Topic: Education expenses

Senator: Ryan

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Answer:

- a) Study arrangements are covered by the Agency's professional development policy. Staff are able to apply for support for formal education through the Agency's Training and Development Budget. The applicant's manager and Human Resources considers applications in line with the policy. Employees are required to reimburse formal study expenses met by the Agency if they leave the organisation within 12 months of completing the formal study. Staff are eligible to apply for one day of study leave per subject of formal study. Staff are required to provide evidence of the successful completion of formal study and future support for study is reduced if the employee does not complete or fails a subject.
- b) Total education and development expenses for the financial year to 31 January 2013 were \$240,120. The detailed breakdown requested cannot be provided without an unreasonable diversion of resources.