Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITONAL BUDGET ESTIMATES 2012-13

Prime Minister and Cabinet Portfolio

Department/Agency: Australian National Audit Office
Outcome/Program: All Agencies
Topic: Staffing

Senator: Ryan
Question reference number: 49
Type of question: Written
Date set by the committee for the return of answer: Tuesday, 2 April 2013

Number of pages: 3

Question:

1. How much is estimated to be spent on 2013 Graduate Training?
2. Provide details of what training is to be provided, why and the estimated cost for each.

Answer:

1. The ANAO estimates it will spend $86,730 on 2013 Graduate Training (full details attached).
2. A blended curriculum of technical and general skills is provided each year for all ANAO Graduates (approximately 25-30) as part of the ANAO's Graduate Program. In addition, Graduates have access to a suite of desktop e – learning modules covering business, governance and IT skills. We have found this mix of training best equips our graduates for work as performance, financial statement and IT auditors.

Technical
- Introduction to financial statement auditing;
- Auditing a process/Strategic planning/Understanding computer systems;
- Performance audit/analyst skills;
- IT skills (general); and
- Government accounting framework.

General (soft skills)
- APSC graduate event series;
- Reading and writing workshops;
- Conduct and Ethics;
- Respect and Diversity;
- Communication skills/Problem solving; and

- Building productive relationships.

Senate Question 49: 2013 Graduate Training Cost (Estimate)

No.	Title	Organisation / Company	Attendance No. of Graduate	External Venue and/or Presenter fee Total Cost$
1	2013 Graduate Induction Program - 37.5 hours	ANAO	28	$ -
2	AASG - Introduction to Financial Statement Auditing - 7.5 hours	ANAO	18	$ -
3	PASG - Introduction to Performance Auditing - 2 days - 15 hours	ANAO	10	$ -
4	AASG - Teammate - New User Training - 3.5 hours	ANAO	18	$ -
5	Capability Framework - Information Session - all staff -1 hour	ANAO	28	$ -
6	Outlook/Excel - e-learning modules - 7.5 hours	ANAO	28	$ -
7	AASG - Understanding Computer Systems - Auditor's Perspective - AASG staff - 6.5 hours	ANAO	28	$ -
8	AASG - Technical Update - x9 - 1 hour	ANAO	18	$ -
9	AASG - Introduction to Strategic Planning - 15 hours	ANAO	18	$ -
10	PASG - Report Writing	ANAO	10	$ -
11	AASG - Auditing a Process: detailed planning and auditing procedures - 15 hours (Rydges Capital Hill)	ANAO	18	$ 2,040.00
12	PASG - Performance Audit Skills for New Analysts - 30 hours	ANAO	10	$ -
13	Conduct and Ethics - am session - 3.5 hours	Life Unlimited	28	$ 1,725.00
14	Respect and Diversity - pm session - 3.5 hours	Life Unlimited	28	$ 1,725.00
15	APSC Graduate Four Events - $399 pp - 2 hours per event	APSC	28	$ 11,172.00
16	Protective Security Fundamentals - all staff - 1 hour	ANAO	28	$ -
17	Publication Process - Information Session - all staff 1 hour	ANAO	28	$ -
18	AASG - Introduction to PAAM - 2 hours	ANAO	18	$ -
19	AASG - Building Productive Relationships - 2 days - 15 hours	LINK Learning	18	$ 8,030.00
20	AASG - Australian Government and Accountability Framework - 2 days - 15 hours	Capital Training	18	$ 11,000.00
21	Senate at Work - $250 pp - 3 hours	Senate Department	28	$ 7,000.00
22	Graduate Recall Session - 2 hours	ANAO	28	$ -
23	PASG - Australian Government and Accountability Framework - 2 days - 15 hours	Capital Training	10	$ 11,000.00
24	PASG - Building Productive Relationships - 2 days - 15 hours	LINK Learning	10	$ 8,030.00

25	AASG - Reading and Writing Workshop - 7.5 hours	John Shelton Consulting	18	$ 2,704.00
26	AASG - Time Management and Priority Setting - 3.5 hours	TBA	18	$ 4,150.00
27	AASG - Working in Project Teams - 3.5 hours	TBA	18	$ 4,150.00
28	PASG - Time Management and Priority Setting - 3.5 hours	TBA	10	$ 4,150.00
29	PASG - Working in Project Teams - 3.5 hours	TBA	10	$ 4,150.00
30	E-hive - Introduction and Advanced - all staff 1.5 hours per training (e-learning)	ANAO	28	$ -
31	ChangePoint - Introduction and Advanced - all staff 1.5 hours per training (e-learning)	ANAO	28	$ -
32	Problem Solving - 3.5 hours	Noesis Learning	28	$ 3,000.00
33	Application and Interview - Information Session (APS4 position)	ANAO	28	$ -
34	AASG - Audit Skills Basic Refresher - 4 days - 30 hours	ANAO	18	$ -
35	Graduate Recall Session - 2 hours	ANAO	28	$ -
36	AASG - Teammate - Advanced User Training - AASG staff - 4 hours	ANAO	18	$ -
37	AASG - Reading and Writing Workshop - 2nd round - 7.5 hours	John Shelton Consulting	18	$ 2,704.00
				$ 86,730.00