

**Senate Finance & Public Administration Committee:
Answers to written Questions on Notice Budget Estimates 2012
Parliamentary Departments Portfolio**

Department/Agency: Department of the Senate
Topic: Education expenses

Senator: Senator Ryan
Question reference number: 29
Type of Question: Written

Question

1. What are the department/agency's guidelines on study? Please provide details.

Answer

In summary, the department's Studybank Scheme, allows the department to approve the grant of assistance to an employee to a maximum of:

- a) 40 hours paid leave per university unit (or equivalent) per semester (up to a maximum of 80 hours per semester or six month period), to attend classes, undertake examinations or for other agreed study purposes, which, with the agreement of the supervisor, can be accumulated over the semester and taken as a block of time; and
- b) \$1,000 per unit, or equivalent, for reimbursement of course fees and/or related costs.

2. 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

Employees of the department participate in a range of professional development activities including Corporate Induction Program sessions, parliamentary-specific training session, seminars and lectures and other activities focussed on developing skills relevant to their work (e.g. leadership, time management and IT skills etc). The majority of these sessions are delivered in house, by employees from the department at no cost to the department (other than time spent participating in the professional development activities).

Since 1 July 2011, the following training has been delivered by external training providers at a cost to the department:

Seminars and conferences on subject matter relevant to employees' duties including parliamentary-specific topics, employment law, administrative law, project management and IT.

31 employees participated (some employees participated in more than one seminar or conference)

Total cost = \$19567.00

Cost per participant = \$631.00

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No study leave provided as seminars and conferences were generally participated in during work time.

Training courses provided either in house or externally, by external training providers on subject matter relevant to employees' duties including editing, writing and proof-reading, IT, project management, emotional intelligence, health and safety representatives responsibilities and employee well-being.

202 employees participated (some employees participated in more than one training course)

Total cost = \$45651.00

Cost per participant = \$225.00

Training Course	Total Cost	Number of participants	Cost per participant	Reason for training
Australasian Study of Parliament Group	\$1018.00	4	\$254.50	Parliamentary specific training
Parliamentary Law, Practice and Procedure	\$2388.00	2	\$1194.00	Parliamentary specific training
Rushworth Consulting (Editing and Proofreading and Office Writing for the Public Sector)	\$7839.00	9	\$871.00	Skills for the workplace
Australia and New Zealand Association of Clerks at the Table	\$3010.00	7	\$430.00	Parliamentary specific training
Dealing with Difficult Calls	\$990.00	9	\$110.00	Skills for the workplace
Tanner James PRINCE 2 training	\$2460.00	1	\$2460.00	Skills for the workplace
Foundations of Emotional Intelligence	No cost	11	No cost	Skills for the workplace
Employee Assistance Provider Presentation – Stress and Stress Management	No cost	39	No cost	Skills for the workplace
Employee Assistance Provider Presentation – Work/Life Balance	\$495.00	32	\$15.50	Skills for the workplace
Employment Law Seminar	\$1018.00	2	\$509.00	Skills for the workplace
Australian Public Service Commission training	\$1780.00	4	\$445.00	Skills for the workplace

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Training Course	Total Cost	Number of participants	Cost per participant	Reason for training
Alpha Computer IT training	\$5595.00	8	\$699.40	Skills for the workplace
Australian Institute of Management training	\$560.90	1	\$560.90	Skills for the workplace
Wizard Corporate IT training	\$318.10	1	\$318.10	Skills for the workplace
Sitecore IT training	\$3500.00	2	\$1750.00	Skills for the workplace
Lynda.com Online training	\$1810.00	8	\$226.25	IT skills for the workplace
Health and Safety Representative training	\$1450.00	2	\$725.00	Skills for the workplace
Legal training – Exercising Delegations and Authorisations	\$6359.00	40	\$159.00	Skills for the workplace
Chubb Fire Safety Training	\$682.00	20	\$34.00	Skills for the workplace
Voice Recognition IT Training	\$159.00	1	\$159.00	Skills for the workplace
CEO Training Pty Ltd	\$3753.60	1	\$3753.60	Skills for the workplace
University of New South Wales	\$1612.00	2	\$806.00	Skills for the workplace
Kurracca Consultancy	\$1963.00	16	\$122.00	Skills for the workplace
Frontier Software	\$80.00	3	\$266.00	Skills for the workplace
Other conferences and training	\$16258.00	25	\$650.00	Skills for the workplace

Study leave was not provided to employees to participate in these sessions as they were generally conducted during work time.

The department has also supported 13 employees through the department's Studybank scheme, providing both study leave and financial assistance. Employees supported through this scheme are studying a variety of subjects including IT, teaching, law, business administration and public policy. Nine hundred and thirty-five hours of study leave has been granted since 1 July 2011, however, not all of this has been used. This is an average of 80 hours per employee.

A total of \$7472 has also been provided in financial assistance for these studies.

In addition to the professional development activities detailed above, employees participate in activity such as professional reading, mentoring and on-the-job training, which have not been included in the costs detailed above.