

Department/Agency: Department of the Senate

Topic: Education expenses

Senator: Senator Ryan

Question reference number: 32

Type of question: Written

Questions

What is the department/agency's guidelines on study?

Answer

The department provides both financial assistance and study leave to employees under the Studybank Guidelines. Provisions include up to 80 hours per semester of study leave and up to \$1,000 per semester per unit in financial assistance for eligible employees and is dependent on the number of units of study undertaken and relevance to the work of the department.

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 sessions, seminars and lectures and other activities focussed on developing skills relevant to their work (e.g. leadership, time management and IT skills, etc). Many of these sessions are delivered in house, by employees from the department at no additional cost to the department (other than time spent participating in the professional development activities).

Since 1 July 2012, the following training has been delivered by external training providers at a cost to the department:

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

Eight employees participated.

Total cost = \$6043.65

Cost per person = \$755.46

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

Senate Finance and Public Administration Legislation Committee
 Answers to written Questions on Notice
 Budget Estimates 2013
 Department of the Senate

2. Training courses were provided either in house or externally, by external training providers on subject matter relevant to employees' duties (e.g. editing, writing and proof-reading, IT, health and safety representatives' responsibilities and employee well-being).

154 employees participated (some employees participated in more than one training course).

Total cost = \$40495.54

Cost per participant = \$262.96

No study leave was provided as training was generally undertaken during work time.

Training Course	Total Cost	Participants	Cost per participant	Reason for training
Dealing with Difficult Calls	\$850.00	16	\$53.13	Skills for the workplace
Vision Australia (Writing for the Web)	\$873.18	2	\$436.59	Skills for the workplace
Health and Safety Representative training	\$981.32	2	\$490.66	Skills for the workplace
Australian Public Service Commission training	\$7577.71	13	\$636.40	Skills for the workplace
Employee Assistance Provider Presentation (Stress and Stress Management)	\$750.00	16	\$46.88	Skills for the workplace
SRC Solutions (Workstation assessment training)	\$363.64	1	\$363.64	Skills for the workplace
Chubb (Fire Safety training)	\$660.00	20	\$33.00	Skills for the workplace
Alpha Computer (Adobe Indesign training)	\$4227.28	6	\$704.55	Skills for the workplace
HWL Ebsworth (WHS training)	\$1785.00	15	\$119.00	Skills for the workplace
Institute of Arbitrators and Mediators	\$1320.00	2	\$660.00	Skills for the workplace
Ashurst Australia (Delegations training)	\$2786.96	24	\$116.12	Skills for the workplace
Rushworthy Consulting (Proof-reading, editing and writing)	\$685.00	1	\$685.00	Skills for the workplace
Wizard (IT training)	\$1100.00	1	\$1100.00	Skills for the workplace
Department of Parliamentary Services (Corporate training)	\$987.03	4	\$246.75	Skills for the workplace
Australian Network on Disability	\$1400.00	11	127.27	Skills for the workplace
Lynda.com	\$1708.36	8	213.45	Skills for the

Senate Finance and Public Administration Legislation Committee
 Answers to written Questions on Notice
 Budget Estimates 2013
 Department of the Senate

Training Course	Total Cost	Participants	Cost per participant	Reason for training
				workplace
Other providers and training	\$9083.67	9	\$1009.30	Skills for the workplace
Parliamentary Law Course	\$2947.30	2	\$1473.65	Parliamentary specific training
Australasian Study of Parliament	\$409.09	1	\$409.09	Parliamentary specific training

3. Studybank provisions – four employees are currently supported through the department’s Studybank scheme for semester one 2013. There were a total of five employees supported through the Studybank scheme in semester two 2012. Employees supported through this scheme are studying subjects including teaching and law. Three hundred and fifty one hours of study leave has been granted since 1 July 2012. This is an average of 39 hours per employee. A total of \$5,000 has also been provided in financial assistance for these studies.