

Senate Finance and Public Administration Legislation Committee —Supplementary Budget Estimates Hearing—October 2012

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Education expenses FYTD**

Question: **186**

Written **Senator Ryan**

Date set by the committee for the return of answer: 30 November 2012

- a. 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.
- 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) Yes. DPS approved amendments to its study assistance policy in May 2012, increasing the maximum rates for financial assistance. The amendments, which were implemented in September 2012, provide for three categories of assistance:
 - i. Category A—study directly related to the employee's duties (increased from \$1,000 to a maximum reimbursement of \$1,500 per semester);
 - ii. Category B—study that will assist an employee with their career development in DPS or the Parliamentary Service (increased from \$500 to a maximum reimbursement of \$750 per semester); or
 - iii. Category C—general study where the skills and knowledge will be some of assistance to an employee's current duties or assist in career development (increased from \$250 to a maximum reimbursement of \$375 per semester).
- b) For 2012–13 to 30 September 2012, a total of 20 employees are receiving studies assistance.
 - i. Ten for study assistance directly relate to the employee's duties (Category A).
 - ii. Seven for study assistance that will assist the employee with their career development in DPS or the Parliamentary Service (Category B).
 - iii. Three for study assistance that will be of some assistance to the employee's current duties or assist in career development (Category C).

Each semester the course cost is reimbursed on the provision that the course is completed successfully. There has been no reimbursement for this current period.

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Details on the types of study currently being undertaken (as at 30 September 2012) is detailed in Table 1 on the following page.

Other educational training that occurred outside of the studies assistance program (as at 30 September 2012) is listed in Table 2.

DPS recognises that its employees are valuable resources and is committed to the continued development of the competence of its employees. The type of study being undertaken by employees is directly related to an employee's duties and, in some situations, assists their personal career development in DPS, the Parliamentary Service and in the broader labour market. DPS competes for skills in a competitive labour market, particularly in trade-based and specialist knowledge areas. Supporting employees' studies (as shown in Table 1 and 2) enables DPS to develop knowledge and skills internally and assists in the retention of staff in critical skill and knowledge need areas.

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Table 1: DPS Studies Assistance

Table 2: Other educational training

Table 1: DPS Studies Assistance—as at 30 September 2012

Classification	Section	Educational Institution	Field of study	Participants	Reason/ of benefit to DPS	Approved Hrs	Approved cost \$
PEL1	Economics	ANU	Doctor of Law	1	A	35	1,060
PEL1	FADS	ANU	Doctor of Philosophy (Political Science)	1	C	65	375
PEL1	Strategy and Communication	UC	Bachelor of Management	1	A	65	1,404
PSL1/2	Security	OUA	Bachelor of Arts (Security, Terrorism & Counterterrorism)	1	B	130	1,780
PSL1/2	Security	CIT	Diploma of Architectural Design	1	C	130	250
PSL1/2/3	Landscape Services	CIT	Diploma in Horticulture	1	A	0	829
PSL1/2/3	Landscape Services	CIT	Cert III Landscape Construction	1	A	65	361
PSL2	Collection Management	CIT	Cert III in Library and Information Services	1	A	65	472
PSL2	Database Services	CIT	Advanced Diploma of Library and Information Services	1	A	65	1,000
PSL2/3	Mechanical Services	CIT	Cert IV Plumbing	1	B	0	1,800
PSL3	Security	OUA	Bachelor of Arts (Security, Terrorism & Counterterrorism)	1	B	130	1,250
PSL3	Database Services	ANU	BA Political Science/ Philosophy	1	B	65	635
PSL4/5	Database Services	USQ	Master of Information Systems/ Master project Mgt	1	B	65	750
PSL4/5	Politics & Public Admin	ANU	Master of Public Policy	1	A	65	1,500
PSL5	Project Mgt Office	UC	Master of Marketing Communications	1	A	65	1,500
PSL5	Broadcasting	UC	Bachelor of Science in Psychology	1	C	40	375
PSL5	IT Services	Microsoft	Microsoft Certification Exam	1	A	15	206
PSL5	Strategy and Communication	OUA	Master International Relations	1	B	15	750
PSL5/6	Hansard	University of Sydney	Diploma in Law	1	B	65	0
PSL6	Finance	CPA Australia	CPA Program	1	A	65	815
TOTAL				20		1,080	\$17,112

Educational institutions:

ANU = Australian National University; **CIT** = Canberra Institute of Technology; **CSU** = Charles Sturt University; **JCU** = James Cook University;

OUA = Open Universities Australia; **SU** = Swinburne University; **UC** = University of Canberra; **UCQ** = University of Central Queensland;

USQ = University of Southern Queensland;

Reason / of Benefit to DPS Code:

A—Study directly related to the employee’s duties;

B—Study that will assist an employee with their career development in DPS or the Parliamentary Service;

C—General study where the skills and knowledge will be some of assistance to an employee’s current duties or assist in career development.

Table 2: Other educational training—as at 30 October 2012

Course	Total Cost (ex GST) \$	Cost per participant (ex GST) \$	No. of participants	Classification	Delivery	Reason for / of benefit to DPS
Prince2 Foundation Certification	1,600	1,600	1	PSL6	External	Qualification in project management methodology supports DPS skill requirement and business
Prince2 Practitioner Certification	200	1,200	1	PSL6	External	Qualification in project management methodology supports DPS skill requirements and business
Prince2 Foundation and Practitioner (combined certification)	3,960	1,980	2	2 X PSL5	External	Qualification in project management methodology supports DPS skill requirements and business
Advanced Diploma of Management	727	727	1	PSL6	External	Relevant to duties at senior manager level.
TOTAL	7,487	5,507	5			