

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 2011–12**

Question: **187**

Hansard reference **F&PA p., 15 October 2012**

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

For 2011-12, 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

DPS provides studies assistance support for ongoing and non-ongoing employees.

There are three categories of assistance are for:

- study directly related to the employee's duties (Category A);
- study that will assist an employee with their career development in DPS or the Parliamentary Service (Category B); or
- general study where the skills and knowledge will be some of assistance to an employee's current duties or assist in career development (Category C).

A maximum of 70 hours paid study leave is available to approved employees over one semester.

In 2011–12, a total of 31 employees were granted studies assistance.

- eighteen applications for study assistance directly related to the employee's duties (Category A);
- eight applications for study assistance assisted the employee with their career development in DPS and/or the Parliamentary Service (Category B); and
- five applications for study assistance were of assistance to an employee's current duties and career development (Category C).

Detail on the types of study that was undertaken in 2011–12 are detailed in Table 1 on the following page.

Other educational training that occurred outside of the studies assistance program for 2011–12 is detailed in Table 2.

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Table 1: DPS Studies Assistance

Table 2: Other educational training

Table 1: DPS Studies Assistance—2011–12

Classification	Section	Education Institution	Field of study	Reason / of benefit to DPS	Study Leave Hours	Cost \$
PEL1	IT Services	SU	Bachelor of Business, Information and Business Systems	B	65	580
PEL1	Strategy and Communication	UC	Bachelor of Management	A	45	1,784
PEL1	Facilities	UC	Bachelor of Management	A	65	908
PEL1	FADS	ANU	Doctor of Philosophy	A	70	300
PEL1	STER	JCU	PhD (Astrophysics)	C	130	0
PEL2	Finance	CPA Australia	CPA Australia	A	26	815
PSL1/2	Security	OUA	Bachelor of Arts (Security, Terrorism & Counterterrorism)	B	65	500
PSL1/2	Security	CIT	Diploma of Architectural Drafting	C	70	0
PSL1/2/3	Landscape Services	CIT	Cert III Horticulture (Landscape Construction)	A	65	469
PSL1/2/3	Landscape Services	CIT	Trade Certificate III—Horticulture	A	65	1,000
PSL2	Database Services	CIT	Advanced Diploma of Library and Information Services	A	65	1,000
PSL2	Collection Management	CIT	Cert III in Library and Information Services	A	70	750
PSL2/3	Mechanical Services	CIT	Cert IV Plumbing	B	0	1,000
PSL3	Database Services	ANU	BA Degree Political Science and Philosophy	B	130	1,000
PSL3	Security	OUA	Bachelor of Arts (Security, Terrorism & Counterterrorism)	B	260	2,590
PSL3	Security	CSU	Master of Arts (Terrorism, Safety and Security)	B	65	500
PSL3	Security	CSU	Master of Arts (Terrorism, Safety and Security)	B	70	500
PSL4	Building and Security Projects	OUA	Bachelor of Business	A	65	1,000
PSL4	Mechanical Services	CIT	Disconnect and Reconnect	A	30	862
PSL4	Facilities	ANU	Master of Strategic Studies	C	44	750
PSL4/5	Database Services	CSU	Master of Information Studies	A	65	830
PSL4/5	Politics and Public Admin	ANU	Master of Public Policy	A	140	2,000
PSL4/5	Science Technology Environment Resources	ANU	Masters of Climate Change	A	65	1,000
PSL5	Strategy and Communication	UC	Bachelor of Science in Psychology	C	65	250
PSL5	Project Management Office	UC	Masters of Marketing Communication	A	130	2,000
PSL5/6	Hansard	UC	Bachelor of Arts	C	46.8	250
PSL6	Communication Networks	CIT	CISCO CCNA Exploration	A	15	900
PSL6	Finance	CPA Australia	CPA Australia	A	26	815
PSL6	FADS	ANU	Diploma of Arts (Arabic)	B	135	1,000
PSL6	Art Services	ANU	Master of Arts (Museums and Collections)	A	37.5	1,000
PSL6	Facilities	UCQ	Master of Business Administration	A	65	1,500
TOTAL				31	2255.3	27,853

See response to previous QoN (187) for keys to **Educational institutions** and **Study Reason / of Benefit to DPS**.

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Table 2: Other educational training expenses 2011–12

Course	Total Cost (ex GST) \$	Cost per participant (ex GST)	No. of participants	Classification	Delivery	Reason for / of benefit to DPS
Australian Institute of Project Management, Registered Project Manager	1,400	1,400	1	PEL2	Correspondence	Gaining certification as a Certified Practicing Project Director benefits DPS. In addition this achieves an Advanced Diploma in Project Management
Certificate IV in Government, Contract Management	12,500	12,500	1	PEL1	In-House	Qualification in contract management identified as DPS business skill requirement. Supported in DPS Strategic Plan
Certificate IV in Government, Security	6,285	2,095	3	PEL1 2 X PSL4	External	Relevant to employees' duties
Certificate IV in Training and Assessment	10,200	2,550	4	PSL5 2 X PSL4 1 X PSL1/2	External	Relevant to employees' duties
Certificate IV Procurement	3,700	3,700	1	PSL6	External	Relevant to employee's duties
Diploma in Government, Contract Management	30,200	3,020	10	2 X PEL2 PEL1 5 X PSL6 PSL5 PSL3	In-House	Qualification in contract management. Identified as DPS business skill requirement. Supported in DPS Strategic Plan
Graduate Certificate, Public Sector Management	8,500	8,500	1	SES BAND 1	Correspondence	Qualification in management relevant to employees job role and senior management level
Introduction to Protective Security Training	3,300	1,100	3	3 X PSL1/2	External	Relevant to employee's duties
Introduction to Security Risk Management Training	3,300	1,100	3	PEL1 2 X PSL1/2	External	Relevant to employees duties
Prince2 Foundation Certification	10,400	1,300	8	PEL2 2 X PSL6 PSL5 PSL5/6 3 X PSL4	External	Qualification in the project management methodology supports DPS skill needs and business
Prince2 Practitioner Certification	7,180	1,197	6	PEL2 2 X PSL6 PSL5 2 X PSL4	External	Qualification in the project management methodology supports DPS skill needs and business
Change Management Foundation Certificate	2,215	2,215	1	PEL2	External	Support project implementation and integration with business areas
TOTAL	\$99,180		42			