

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS  
ATTORNEY-GENERAL'S DEPARTMENT

**Portfolio**

**Question No. 106**

**Senator Humphries asked the following question at the hearing on 12 February 2013:**

Education expenses

- a) What is the department/agency's guidelines on study?
- 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.

**The answer to the honourable senator's question is as follows:**

**Australian Government Solicitor**

The Australian Government Solicitor (AGS) is a government business enterprise operating on a commercial and competitive basis in providing legal and related services to government and its agencies. AGS does not receive any Budget or other appropriations and its employees are engaged outside of the *Public Service Act 1999*. The question is therefore N/A to AGS.

**FYTD 01/07/12 – 31/01/13**

**Attorney-General's Department**

- a) The Attorney-General's Department policy and guidelines are set out in its Employee Relations Advice 'Study Assistance Policy & Guidelines'. The guidelines outline the Department's commitment to the professional development of its employees and the support staff may access to undertake vocational education at pre-tertiary, undergraduate and postgraduate level. Staff may apply for assistance including full or partial reimbursement of fees and costs as well as limited time off work to attend lectures, tutorials and examinations. Proposed study must have clear relevance to the priorities, core business responsibilities and operational requirements of the Department or, with discretion, the APS, with the expectation that undertaking study will improve the employee's capacity to contribute to organisational performance.
- b)

<b>Type of Course</b>	<b>Total cost</b>	<b>Cost per participant</b>	<b>Classification of participants</b>	<b>Number of Participants</b>	<b>Study Leave granted per participant by classification</b>	<b>Reason for study and how it is beneficial to the Agency</b>
Supports Strategic Direction	\$3025	\$178	EL1/SLO x 7 APS 5-6 x 4 LO x 5 APS 4 x 1	17	N/A	Training in this area is to address capability gaps primarily identified through the Department's Program for Performance Improvement against the APSC Integrated Leadership System. Training increases the capability of employees to improve their productivity and performance as
Achieves Results	\$0 <sup>1</sup>	\$0	SES x 1 EL2/PLO x 7 EL1/SLO x 10 APS 5-6 x 2 LO x 8 APS 4 x 2	33	N/A	
Supports Productive Working Relationships	\$18,413	\$236	EL2/PLO x 9 EL1/SLO x 32 APS 5-6 x 20 LO x 3 APS 4 x 5	78	N/A	
Displays Personal Drive & Integrity	\$0 <sup>1</sup>	\$0	SES x 12 EL2/PLO x 13	94	N/A	

Type of Course	Total cost	Cost per participant	Classification of participants	Number of Participants	Study Leave granted per participant by classification	Reason for study and how it is beneficial to the Agency
			EL1/SLO x 28 APS 5-6 x 28 LO x 3 APS 4 x 12 APS 3 x 4 APS 1-2 x 3 Contractor x 1			Departmental and APS employees.
Communicates with Influence	\$9317	\$239	EL2/PLO x 2 EL1/SLO x 10 APS 5-6 x 11 LO x 9 APS 4 x 5 APS 3 x 2	39	N/A	
Microsoft 2007 Applications Training	\$1100	\$220	EL2/PLO x 4 EL1/SLO x 1	5	N/A	
AGD Training Applications	\$0 <sup>1</sup>	\$0	EL2/PLO x 5 EL1/SLO x 6 APS 5-6 x 4 LO x 3 APS 4 x 6 APS 3 x 2 APS 1-2 x 2	29	N/A	Training in this area covers mandatory areas including Security Awareness, new starter induction and APS Values & Code of Conduct, and internal systems including document management and financial systems. Training enables employees to carry out their duties as Departmental and APS employees in accordance with legislative requirements and internal processes.
Tertiary Studies (HECS Payments)	\$57,765	\$2,751 <sup>2</sup>	Not available	21	Maximum 65 hours per semester	Proposed study must have clear relevance to the priorities, core business responsibilities and operational requirements of the Department or the

Type of Course	Total cost	Cost per participant	Classification of participants	Number of Participants	Study Leave granted per participant by classification	Reason for study and how it is beneficial to the Agency
Tertiary Studies (Study Fees Payments)	\$181,581	\$2,454 <sup>2</sup>	Not available	74	Maximum 65 hours per semester	APS, with the expectation that undertaking such study will improve the employee's capacity to contribute to organisational performance.

<sup>1</sup>Training is provided by in-house staff and it is difficult to disaggregate the cost per participant.

<sup>2</sup>An average cost per participant is used here as the payment per person for tertiary studies varies and it would require an unreasonable diversion of resources to identify individual payments.

### **Administrative Appeals Tribunal**

a) Personnel Direction: Studies Assistance

b) Total cost \$26,340

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Accounting	\$3,235	\$1,617	APS5 & EL2	1	23 hours	Relevant to duties and directly assists agency to meet mandatory reporting requirements
Project management	\$3,405	\$3,405	APS 5	1	52 hours	Relevant to duties and develops capability in scoping projects
Business/Management	\$5,980	\$2,990	APS 6	2	52 hours	Relevant to duties and to enhance supervision of staff

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Law	\$6,205	\$1,551	APS 5 & 6	5	60 hours	Relevant to duties and maintaining expertise within the agency
Information Technology	\$3,790	\$3,790	APS 5	1	70 hours	Relevant to duties and part of succession planning
Alternative Dispute Resolution	\$3,325	\$3,325	APS 6	1	5 days	Relevant to duties and maintaining expertise within the agency
Certificate IV (GOVT)	\$400	\$400	APS 5	1	52 hours	Relevant to duties and part of succession planning

### **Australian Crime Commission**

a) The Australian Crime Commission recognises the need for employees to develop their skills and knowledge through participation in formal tertiary studies of relevance to the ACC. Tertiary Study Support is provided as per the ACC Enterprise Agreement 2011–2014, and is detailed in the agency’s Tertiary Study Support Guidelines. Tertiary Study Support is applicable to courses resulting in a qualification at Diploma level or higher, and is available to all ACC ongoing employees and can be considered for ACC non-ongoing employees and Secondees. Staff may apply for assistance including full or partial reimbursement of fees and costs as well as limited time off work to attend scheduled lectures, tutorials and examinations. Eligibility for support is prioritised and approved by considering relevance of the study to the ACC Strategic Plan and relevance to the capability required in the applicants job family, function and role.

b)

<b>Type of Course</b>	<b>Total cost</b> * refers to external training cost	<b>Cost per participant</b> ** internal training has no direct costs	<b>Classification of participants</b>	<b>Number of participants</b>	<b>Study Leave granted per participant</b>	<b>Reason for study and how it is beneficial to the Department / Agency</b>
Business Skills	\$14,200 * Incl GST	\$592	Not recorded	24 - ext course 77 – int course	N/A	Enhance core business skill- increase efficiency
Coaching	\$4,950 * Incl GST	\$1,650	Not recorded	3 - ext course	N/A	Enhance leadership skills
Compliance Courses	\$29,423 * Incl GST	\$334	Not recorded	88 – ext course 191 - int course	N/A	Ensure compliance with legislation and Govt requirements
Conferences & Forums	\$39,408 * Incl GST	\$691	Not recorded	57 - ext course	N/A	Enhance skills related to various disciplines
Finance Specific Capability	\$13,354* Incl GST	\$1,484	Not recorded	9 - ext course	N/A	Build agency Financial Management capability
ICT Specific Capability	\$9,810* Incl GST	\$2,453	Not recorded	4 - ext course	N/A	Build agency ICT capability
Induction & Culture	\$0 (int course cost)	\$0 **	Not recorded	132 - int course	N/A	Core component of training for all staff
Intelligence Development	\$29,587 * Incl GST	\$538	Not recorded	55 - ext course	N/A	Enhance agency core capability
Leadership and Management	\$15,885 * Incl GST	\$2,269	Not recorded	7 – ext course 59 – int course	N/A	Enhance leadership and management capability for managers
Legal Specific Capability	\$2,130 * Incl GST	\$355	Not recorded	6 - ext course	N/A	Enhance agency core capability

<b>Type of Course</b>	<b>Total cost</b> * refers to external training cost	<b>Cost per participant</b> ** internal training has no direct costs	<b>Classification of participants</b>	<b>Number of participants</b>	<b>Study Leave granted per participant</b>	<b>Reason for study and how it is beneficial to the Department / Agency</b>
Professional Memberships	\$18,371 * Incl GST	\$471	Not recorded	39 - ext course	N/A	Essential for agency professionals
National Security College	\$109,775 * Incl GST	\$9,980	Not recorded	11 - ext course	N/A	Enhance agency core capability
Job Specific Capability	\$30,168 * Incl GST	\$616	Not recorded	49 – ext course 214 - int course	N/A	Enhance agency core capability
ACC Systems Training & Maintenance	\$0	\$0**	Not recorded	617 - int courses	N/A	Core component of training for all staff
Workplace Health and Safety	\$7,421 * Incl GST	\$464	Not recorded	16 - ext course 254 – int courses	N/A	Core component of training for all staff
Tertiary Study Support	\$46,086* Partial reimbursement so no GST payable by ACC Excl GST	\$1,152	Not recorded	40 - ext course	Not recorded. Study approved in accordance with ACC needs. Employees who receive Tertiary Study Support may be eligible to receive study leave, in	Enhance agency core capability

<b>Type of Course</b>	<b>Total cost</b> * refers to external training cost	<b>Cost per participant</b> ** internal training has no direct costs	<b>Classification of participants</b>	<b>Number of participants</b>	<b>Study Leave granted per participant</b>	<b>Reason for study and how it is beneficial to the Department / Agency</b>
					accordance with ACC guidelines. This is managed directly between the employee and their manager.	
<b>TOTAL</b>	<b>\$370,568*</b>	<b>\$908</b>		<b>408 – external course 1544 - internal course</b>		

**Australian Commission for Law Enforcement Integrity**

a) The Australian Commission for Law Enforcement Integrity’s guidelines provide that study assistance may be approved for formal study which is consistent with the individual’s work responsibilities or assists with career development. In addition, ACLEI provides job specific skills training.

b)

<b>Type of Course</b>	<b>Total cost (GST excl.)</b>	<b>Cost per participant</b>	<b>Classification of participants</b>	<b>Number of participants</b>	<b>Study Leave granted per participant</b>	<b>Reason for study and how it is beneficial to the Department / Agency</b>
Company Directors, Australian Institute of Company Directors	\$5,850	\$5,850	EL2	1	N/A	Training and study is intended to extend an individual's skills and knowledge, and to enable employees to carry out their duties competently as members of the agency and the wider APS.
Digital Information and Management Forum	\$900	\$900	EL1	1	N/A	
Practice Management Course – ACT Law Society	\$1,363	\$1,363	EL2	1	N/A	
Policy Narrative and Effective Policy Communication	\$800.00	\$800.00	EL1	1	N/A	
Introduction to Geographic Information System	\$2,800	\$1,400	2x EL1	2	N/A	
'Continuing Professional Development Compliance' for Government Lawyers	\$208	\$208	EL2	1	N/A	
Company Directors, Australian Institute of Company	\$160	\$160	EL2	1	N/A	

Directors (cont. from 2011–12)						
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### **Australian Federal Police**

- a) The AFP's guidelines on study are available under the Information Publication Scheme (IPS), contact (02) 6131 6131 or email [foi@afp.gov.au](mailto:foi@afp.gov.au).
- b) The training and development of AFP members (other than the SES) is managed by member's supervisors as part of the Performance Development Agreement process. Any training and development is managed and paid for by individual units. There is currently no process in place to collect this information from every unit within the AFP and collate/store centrally. To answer the Senator's question with any degree of confidence and accuracy would require an unreasonable allocation of resources.

### **Australian Transaction Reports and Analysis Centre (AUSTRAC)**

- a) The agency's guidelines on study are:

The Australian Transaction Reports and Analysis Centre (AUSTRAC) provides training through a combination of in-house and external courses, conferences, workshops and seminars in order to meet business objectives or individual employee development goals linked to business objectives.

AUSTRAC has categorised these as:

- corporate business
- employee development
- financial development
- information technology
- intelligence
- legal
- supervision

In these categories the employee's attendance constitutes part of the performance of their job and the granting of study leave does not apply in these categories.

AUSTRAC is committed to the development of its employees, and recognises that the agency and individuals benefit from specific training. This commitment is reflected in the AUSTRAC Enterprise Agreement 2012-2014.

b)

<b>Type of Course</b>	<b>Total cost</b>	<b>Cost per participant</b>	<b>Classification of participants</b>	<b>Number of participants</b>	<b>Study Leave granted per participant</b>	<b>Reason for study and how it is beneficial to the Department / Agency</b>
Corporate business	\$18,830	\$182	All classifications in corporate functions	103	N/A	Supports corporate functions or obligations, e.g. HR training, WHS, security, etc.
Employee development	\$9,494	\$593	All classifications of AUSTRAC employees	16	N/A	Courses, conferences, seminars & workshops aimed at meeting individuals' identified development needs.
Financial development	0.0	0	All classifications in financial management function	0	N/A	Supports the financial management function.
Information technology	\$30,089	\$2,507	All classifications and contractors in information technology function	16	N/A	Supports the information technology function.
Intelligence	\$2,295	\$573	All classifications in intelligence function	4	N/A	Supports AUSTRAC's financial intelligence function.

<b>Type of Course</b>	<b>Total cost</b>	<b>Cost per participant</b>	<b>Classification of participants</b>	<b>Number of participants</b>	<b>Study Leave granted per participant</b>	<b>Reason for study and how it is beneficial to the Department / Agency</b>
Legal	\$2,572	\$116	All classifications in legal function	22	N/A	Courses, conferences, seminars and workshops aimed at meeting individual legal practitioners' identified and/or obligatory development needs.
Supervision	0.0	0	All classifications in supervision function	99	N/A	Supports AUSTRAC's AML/CTF regulator function.
Subtotal of business training	\$63,280					
AUSTRAC Studies Assistance Scheme	\$3,545		APS5	5	APS5 – 47hrs (avg.)	AUSTRAC supports employees' career development through a studies assistance scheme. The support includes paid study leave and a financial reimbursement of course fees, registration/enrolment fees and prescribed textbooks. The financial reimbursement for study that is directly relevant to the employee's current role in AUSTRAC (Tier 1) is up to a maximum of \$4,000 per annum. The financial reimbursement for study that is relevant to AUSTRAC (Tier 2) is up to a maximum of \$2,000 per annum.

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
	\$21,132		APS6	18	APS6 – 41hrs (avg.)	
	\$14,263		EL1	7	EL1 – 56hrs (avg.)	
<b>Subtotal of Studies Assistance</b>	\$38,849					

### **Australian Human Rights Commission**

- a) The Australian Human Rights Commission has a Studies Assistance Policy which encourages employees to undertake study to develop their knowledge and skills in relevant areas. Studies assistance aims to provide trained staff for current and future staffing requirements and to assist staff with their personal career development. Support can include study leave, examination / assessment leave and/or financial assistance. Applications are assessed by considering operational priorities and resource capacity; relevance to current work responsibilities; and career development needs of the individual.

b)

<b>Type of Course</b>	<b>Total cost</b>	<b>Cost per participant</b>	<b>Classification of participants</b>	<b>Number of participants</b>	<b>Study Leave granted per participant</b>	<b>Reason for study and how it is beneficial to the Department / Agency</b>
<b>In House Training Courses</b>						
Report Writing Course	\$3,311	\$165	EL 2 x 3 EL 1 x 6 APS 6 x 8 APS 5 x 1 APS 4 x 2	20	N/A	The ability to produce high quality and concise written reports is an integral part of the work of AHRC staff. This course was expected to assist staff to improve their capacity to contribute to organisational performance
Proofreading and Editing	\$3,322	\$175	EL 2 x 2 EL 1 x 5 APS 6 x 6 APS 5 x 1 APS 4 x 5	19	N/A	This course enabled staff to improve their use of grammar, syntax and punctuation ensuring that all documents produced at the Commission continue to be of the highest quality.
Essentials for New Team Leaders	\$6,993	\$411	EL1 x 10 APS 6 x 6 APS 5 x 1	17	N/A	This course enabled staff acquire practical tools and strategies to manage and lead teams effectively. Participants learned to manage performance, give constructive feedback, recognise and promote

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
						high performance.
Leading Successful Projects Course	\$11,754	\$588	EL 2 x 2 EL 1 x 4 APS 6 x 7 APS 5 x 3 APS 4 x 4	20	N/A	The Commission works on a range of projects of varying size and complexity. This course provided participants with greater understanding of project planning, scoping activities, stakeholder management, governance strategies, procurement, leadership, implementation communication and evaluation.
<b>Studies Assistance</b>						
Tertiary Studies (Study Fees Payments)	\$10,500	\$955	EL 2 x 2 EL 1 x 2 APS 6 x 4 APS 5 x 1 APS 4 x 1 APS 3 x 1	11	EL2 x 2 5 days EL1 x 1 3 days APS6 x 3 8 days APS5 x 1 2 days APS 4 x 1 1 Day	Tertiary study is approved on the basis that it must have clear relevance to the priorities, core business responsibilities and operational requirements of the Department or, at Division Head discretion, the APS, with the expectation that undertaking such study will improve the employee's capacity to contribute to

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
						organisational performance.
<b>Total</b>	<b>\$35,880</b>					

### Australian Institute of Criminology

a) The Agency's policy guidelines on study specify that it must be directly related to the employee's position and have benefit to the organisation.

b)

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Masters	0	0	APS5, EL1	2	10 days	Courses are relevant to the duties of the employees and the work conducted at the AIC.
Conference	\$9,252	\$463	CEO, SES, EL2, EL1, APS5, APS4, APS3	20		Conference related to field of work
Career Coaching	\$500	\$500	SES	1		New to position
Training	\$91	\$91	APS5	1		Training
Corp training	\$1,950	\$39	CEO, SES, EL2, EL1, APS5, APS4, APS3			All staff Bullying and harassment awareness sessions

HCO training	\$1,135	\$1,135	EL1	1		Newly appointed Harassment Contact Officer
HCO training	\$1,452	\$1,452	APS5	1		Newly appointed Harassment Contact Officer
OHS	\$300	\$300	APS5	1		Health and safety Rep

### **The Australian Law Reform Commission**

The ALRC encourages the professional development of its employees. All ongoing employees (full-time and part-time) can apply for study leave. Study assistance provided by the ALRC is in the form of granting up to five days unpaid leave per academic year (part-time staff will be granted a pro rata amount) to facilitate an employee's study, for example, to attend: lectures and tutorials; practical and field work; residential seminars; research/thesis writing; exam study or attendance. All study leave is discretionary and will be decided by the President. The following factors will be considered in assessing an application for study leave: the operational priorities and needs of the ALRC; relevance to current work responsibilities; career development needs of the individual. If an employee requires more than five days per academic year, then further leave without pay may be considered by the President, at the request of the employee. In making a decision about the granting of further unpaid study leave, the President will have regard to the reasons the leave was granted. In applying for study leave, employees must provide written documentation of their enrolment in a course of study and if relevant, assessment or examination timetable. Non-ongoing employees can apply for study leave. For non-ongoing employees, the President will take into account in deciding on whether or not to approve any study leave the benefit of the study to the employee's position and/or to the ALRC's work, the amount of time involved and the remaining length of the employee's employment.

a) \$3,511

b)

<b>Type of Course</b>	<b>Total cost</b>	<b>Cost per participant</b>	<b>Classification of participants</b>	<b>Number of participants</b>	<b>Study Leave granted per participant</b>	<b>Reason for study and how it is beneficial to the Department / Agency</b>
2 day symposium on Justice and Society	\$2,600	\$2600	SES Band 3	1	NO	The Cranlana Programme was beneficial to the President of the ALRC as it offers senior participants from federal and state governments, the judiciary, the private sector, churches and community organisations the opportunity to explore the meaning of justice in the contemporary world, the basic issues that frame life in a civilised democratic society, and ways by which individuals and their

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
						governments should approach fundamental questions of justice. This focus will assist the President in her deliberations on law reform and contribute to the quality of the law reform recommendations made by the ALRC under her direction.
Effective Communications	\$600	\$600	APS 4	1	NO	Professional Development training for HR staff to communicate more effectively with staff across the organisation.

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Digital Record Keeping	\$118	\$59	APS 4/ APS 5	2	NO	To assist ALRC to move to Digital Records Sytem as required by the Digital Transition Strategy.
In House: Parliamentary legislative drafting	\$193	\$193	APS 6, EL1 and EL 2	10	No in house	This training assisted the ALRC legal officers to formulate proposals for law reform that are more aligned to requirements of parliamentary legislative drafters.

### **Australian Security Intelligence Organisation**

a) ASIO's guidelines on study have not changed since to 2012-13 Budget Estimates.

b) Financial year to date (1 July 2012 – 31 January 2013)

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Corporate training (e.g. contract management, national intelligence)	\$262,637 (excl GST)	\$360 (excl GST)	The information sought is not readily available in ASIO's	728	N/A	

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
courses, induction training, writing courses, etc)			financial recording system. The resources required to collate this information are considered unreasonable.			
Operational training	\$1,443,365 (excl GST)	It would not be appropriate to provide this information.			N/A	
Tertiary studies – study assistance	\$171,045 (excl GST)	\$877 excl GST)	The information sought is not readily available in ASIO's financial recording system. The resources required to collate this information are considered unreasonable.	195	Up to 60 hours per semester	ASIO provides support to staff to undertake study for a number of reasons. Primarily our program aims to develop a wide variety of capabilities in support of staffs' current and future roles, thus enabling the Organisation and its workforce to flexibly deliver capability as directed by government.

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Tertiary studies – long term development	\$30,132 (excl GST)	\$7,533 (excl GST)	The information sought is not readily available in ASIO's financial recording system. The resources required to collate this information are considered unreasonable.	4	Up to 12 months study leave	

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Language skills development	\$65,384 (excl GST)	\$7,264 (excl GST)	The information sought is not readily available in ASIO's financial recording system. The resources required to collate this information are considered unreasonable.	9		

### **CrimTrac**

- a) CrimTrac's guidelines on study are set out in its Study Leave and Assistance Guidelines. The guidelines outline the Agency's commitment to providing employees with the opportunity to pursue study to further their learning and development requirements. Proposed study must be relevant to the Agency's corporate objectives and operational requirements.
- b) CrimTrac Agency education expenses for FYTD (1/07/2012/31/01/2013):  
Since the 2012-13 Supplementary Budget Estimates (October 2012), CrimTrac has implemented an electronic mechanism to enhance the agency's capability to report on both the agency's learning and development activities and associated expenditure.

Under CrimTrac's Study Leave and Assistance Guidelines, employees are eligible for study leave and financial assistance (study allowance).

<b>Type of Course</b>	<b>Total cost inc GST</b>	<b>Cost per participant (averaged)</b>	<b>Classification of participants</b>	<b>Number of participants</b>	<b>Study Leave granted per participant</b>	<b>Reason for study and how it is beneficial to the Department / Agency</b>
Contract/ Procurement	\$14,717	\$2,453	APS4 – 1 APS5 – 1 APS6 – 2 EL1 – 2	6	N/A	Related to performance agreement and business Outcomes
Project Management	\$15,620	\$1,420	APS5 – 3 APS6 – 3 EL1 – 4 EL2 – 1	11	NA	Related to performance agreement and business Outcomes
Communication/ Stakeholder Engagement	\$9,557	\$531	APS4 – 8 APS5 – 3 APS6 – 5 EL1 – 2	18	NA	Related to performance agreement and business Outcomes
Financial Management	\$3,349	\$1,675	APS6 – 1 EL1 – 1	2	NA	Related to performance agreement and business Outcomes
Governance	\$5,845	\$1,461	APS5 – 1 APS6 – 1 EL1 – 2	4	NA	Related to performance agreement and business Outcomes
Professional Development	\$27,169	\$755	APS4 – 3 APS5 – 7 APS6 – 13 EL1 – 5 EL2 – 3	36	NA	Related to performance agreement and business Outcomes and professional development

<b>Type of Course</b>	<b>Total cost inc GST</b>	<b>Cost per participant (averaged)</b>	<b>Classification of participants</b>	<b>Number of participants</b>	<b>Study Leave granted per participant</b>	<b>Reason for study and how it is beneficial to the Department / Agency</b>
Human Resources	\$5,634	\$939	APS4 – 1 APS5 – 3 APS6 – 1 EL1 – 1	6	NA	Related to performance agreement and business Outcomes and professional development
Technical (ICT)	\$96,516	\$1,609	APS4 – 6 APS5 – 12 APS6 – 12 EL1 – 28 EL2 – 2	60	NA	Related to performance agreement and business Outcomes
Technical Skillssoft (ICT)	\$21,552	\$718	APS4 – 7 APS5 – 8 APS6 – 8 EL1 – 7	30		ICT Compliance
Corporate Awareness Training	\$15,330	\$137	APS3 – 2 APS4 – 16 APS5 – 23 APS6 – 22 EL1 – 46 EL2 – 3	112	NA	Corporate Compliance
Promoting an Harassment Free Work Environment	\$12,490	\$59	APS1 – 1 APS3 – 2 APS4 – 29 APS5 – 38 APS6 – 41 EL1 – 79 EL2 – 21 CEO – 1	212	NA	Corporate Compliance

<b>Type of Course</b>	<b>Total cost inc GST</b>	<b>Cost per participant (averaged)</b>	<b>Classification of participants</b>	<b>Number of participants</b>	<b>Study Leave granted per participant</b>	<b>Reason for study and how it is beneficial to the Department / Agency</b>
Change Management	\$6,732		All staff		NA	Corporate Compliance
Leadership Development	\$35,899	\$3,989	APS4 – 1 APS5 – 3 APS6 – 3 EL2 – 2	9	NA	Professional Development and related to performance agreement and business outcomes.
Certificate IV in Frontline Management	\$22,554	\$1,410	APS5 – 1 APS6 – 8 EL1 – 7	16	NA	Professional Development and related to performance agreement and business outcomes.
Study Assistance	\$10,085	\$1,261	APS4 – 2 APS6 – 3 EL1 – 2 EL2 – 1	8	NA	Professional Development
Other non-specified training	\$8,649	Not captured	Not captured	Not captured	NA	Related to performance agreement and business Outcomes
Total expenditure for Learning and Development 1/7/12 to 31/1/13	\$311,699					

## Australian Customs and Border Protection

a) Customs and Border Protection adhere to a number of Policy and Guideline documents including but not limited to:

- Learning and Development Strategy 2011
- Leadership and Management Development Strategy 2010 – 2015
- Studies Assistance Instruction and Guidelines 2010

b) Customs and Border Protection offer a variety of National Training and Development opportunities to staff.

Corporate Leadership and Management Programs, Customs Trainee Program and other whole of Agency staff development programs are outlined in the table below.

Other Operational and Technical skills based training is managed and paid for by individual work areas or Divisions. There is currently no process in place to collect this information centrally. To include this data in the Senator's question with any degree of confidence and accuracy would require an unreasonable allocation of resources.

Customs and Border Protection is a Registered Training Organisation (RTO). In most cases, this training is developed, facilitated and assessed in-house. Numbers of personnel attaining qualifications are included in the table below, but total expenditure against qualifications is not.

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Corporate Leadership and Management Program – <b>“Listen Respect Lead”</b>	\$37,916	\$246	CL1 = 16 CL2 = 41 CL3 = 55 CL4 = 34 CL5 = 8	154	N/A	Knowledge and skill development – personal effectiveness, staff engagement and leadership

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Corporate Leadership and Management Program - <b>“Leading People at the Frontline – Experienced Supervisors’ Program”</b>	\$13,758	\$917	CL2 = 11 CL3 = 4	15	N/A	Knowledge and skill development – personal effectiveness and leadership
Corporate Leadership and Management Program - <b>“Building Management and Leadership – CL4”</b>	\$113,078	\$2,692	CL4 = 42	42	N/A	Knowledge and skill development – leadership
Corporate Leadership and Management Program – <b>National Security College Various Programs</b>	\$60,000	Varies from \$2,500 - \$25,000 per program	CL3 = 1 CL4 = 3 CL5 = 2 SES B1 = 1	7	N/A	Knowledge and skill development – in the context of national security challenges and national security leadership
Customs Trainee Training <b>Trainees</b>	\$1,289,701	\$36,848 (training cost based on 6 month program) (previous reporting period covered 3 months of training)	Trainees = 35	35	N/A	Core/Job specific entry level training (Passengers Division)
Registered Training Organisation qualifications	unknown	unknown	unknown	1	N/A	Job Specific

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
<b>Cert III in Govt.</b>						
Registered Training Organisation qualifications <b>Cert IV in Govt.</b>	unknown	unknown	unknown	9	N/A	Job Specific
Registered Training Organisation qualifications <b>Diploma in Govt.</b>	unknown	unknown	unknown	9	N/A	Job Specific
Registered Training Organisation qualifications <b>Statement of Attainment (SOA)</b> for units towards full qualifications listed above	unknown	unknown	unknown	83	N/A	Job Specific
<b>Other Staff Development Programs or opportunities -</b> Tertiary Studies (Study Fees Payments) (C+BP Studies Assistance Program)	\$128,146	\$736	CL1= 52 CL2 = 42 CL3 = 50 CL4 = 24 CL5 = 6	174	Hours to complete study vary according to program	Various
<b>Other Staff Development Programs or opportunities -</b> Tertiary Studies (HECS Payments)	\$18,000 HECS	\$18,000	Indigenous Cadet = 1	1	N/A	Indigenous Cadet Program

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Graduate Development Program 2012	\$39,700	\$1,280	Graduate trainee = 31	31	N/A	Diploma of Government Diploma of Intelligence Analysis Graduate events, personal development workshops
SES Leadership Development Programs - APSC	\$10,000	\$10,000	SES Band 1 = 1	1	Various	SES Leadership Development
TOTAL	\$1,710,299	Varies from \$246 to \$25,000 per participant dependant on program	Trainee = 35 + Graduate Trainee = 31 Indig. Cadet = 1 CL1 = 68 CL2 = 94 CL3 = 110 CL4 = 103 CL5 = 16 SES B1 = 2 + various u/k classifications undertaking RTO qualifications	562	Various	N/A

### **Family Court of Australia**

- a) There has been no change in the departmental policy.
- b) The Court does not have the resources to detail each training course by participant; however the total education expense for July 2012 to January 2013 was \$64,113 (GST Exclusive)

### **Federal Magistrate's Court**

- a) There has been no change in the departmental policy.
- b) The Court does not have the resources to detail each training course by participant; however the total education expense for July 2012 to January 2013 was \$32,606 (GST Exclusive)\* *the amount is slightly less than the YTD Sept amount reported on the last QON due to an Invoice being raised for the recovery of a registration fee which was previously paid in the Sept quarter. This invoice recovery reduces the expenditure.*

### **Federal Court of Australia**

a) Study is approved on the basis that staff develop skills and knowledge in areas of need identified by the Court. Study must have clear relevance to Court priorities, core capabilities and operation requirements. There is an expectation that employees undertaking study will improve their capacity to contribute to organisational performance.

b)

<b>Type of Course</b>	<b>Total cost</b>	<b>Cost per participant</b>	<b>Classification of participants</b>	<b>Number of participants</b>	<b>Study Leave granted per participant</b>	<b>Reason for study and how it is beneficial to the Department / Agency</b>
<b>Study</b>	\$17,933	\$1,494	1 x APS 3	12	2 hours per	Study is approved on the basis that

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
<b>Assistance</b> Type of Study Mostly undergraduate and post-graduate legal studies.			3 x APS 4 4 x APS 6 3 x EL 1 1 x EL2		subject per week.	staff develop skills and knowledge in areas of need identified by the Court. Study must have clear relevance to Court priorities, core capabilities and operation requirements. There is an expectation that employees undertaking study will improve their capacity to contribute to organisational performance.
<b>Training</b>	\$48,558	Data unavailable** see below	Data unavailable see below	Data unavailable see below	Data unavailable see below	Data unavailable see below.

\*\* The data for 2012 - 2013 was provided on a cost by session basis because a participant is not available.

The figures are \$48,558, No of sessions 51, Average cost per session \$952.18

Courses/Sessions by APS Group: IT – 3 courses/sessions, Finance – 0, Legal – 11, Operational – 14, Compliance - 22, Other - 1

### **High Court of Australia**

a) The High Court's guidelines for the provision of study assistance are as follows:

Principle 1. Any application for assistance to pursue study activities should demonstrably be linked to and aligned with the staffing capabilities required by the High Court of Australia.

Principle 2. Studies should be undertaken at times and places that support the efficient operation of the High Court of Australia and should never impair the operations of the Court.

Principle 3. Studies should be aligned with needs identified in the employee's Individual Personal Performance & Development Plan and progress monitored through that Plan.

b)

<b>Type of Course</b>	<b>Total cost</b>	<b>Cost per participant</b>	<b>Classification of participants</b>	<b>Number of participants</b>	<b>Study Leave granted per participant</b>	<b>Reason for study and how it is beneficial to the Department / Agency</b>
<b>Formal Qualification</b>						
Diploma of Government	\$5,445	\$5,445	APS5	1	14days	Contributes to the development of workforce capability.
Certificate IV in Training & Assessment	\$1,600	\$1,600	EL1	1	Nil	Contributes to the development of workforce capability.
Advanced Diploma in Accounting	\$360	\$360	APS5	1	85 hours	Contributes to the development of workforce capability.
<b>In House</b>						
Fraud Awareness	\$2727	\$55	various	50	Nil	Contributes to the development of workforce capability.
Delivery of Communication workshop	\$3079.00	\$123	various	25	Nil	Contributes to the development of workforce capability.
Effective WH&S Committees	\$3636.36	\$364	various	10	Nil	Contributes to the development of workforce capability.
Senior First Aid	\$2637.72	\$147	various	18	Nil	Contributes to the development of workforce capability.
Hazardous Manuals Tasks	\$2640.00	\$203	various	13	Nil	Contributes to the development of workforce capability.

## Insolvency and Trustee Service Australia

a) The studies Assistance Program supports employees who participate in external studies by recognising their status as a student and making provision for consideration of fees reimbursement up to \$1500 per semester, and access to study leave up to five days paid/unpaid leave per semester. The objectives of the Studies Assistance Program are to:

- promote the development of capabilities and knowledge required for current and future operational requirements;
- enhance the broader professional and career development of employees; and
- improve current and future job performance.

b)

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Graduate Certificate in Economic Policy	\$1500	\$1500	EL1.1	1	3 days	Assists succession planning, staff retention and increases strategic assessment capability of team
Masters of Business (HR&IR)	\$1500	\$1500	APS 4.2	1	5 days	Assists succession planning, staff retention and increases human resource management capability of team
Bachelor of Accounting	\$1056	\$1056	APS 6.1	1	1 day	Assists succession planning, staff retention and increases accounting capability of team
CPA	\$1940	\$1125 \$815 \$0*	Acting EL1.2 & Acting EL 2.2 & Acting APS 5.1	3	12 days	Assists succession planning, staff retention and increases accounting capability of team

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Masters in Commercial Law	\$1500	\$1500	EL1.4	1	2 days	Assists succession planning, staff retention and increases legal capability of team
Masters in Accounting	\$0	\$0*	APS 3.2	1	3 days	Assists succession planning, staff retention and increases accounting capability of team
Postgraduate Diploma in Fraud & Financial Investigation	\$1328	\$664, \$664	Acting APS 6.1 and acting EL1.2	2	4 days	Assists succession planning, staff retention and increases fraud investigation capability of team
Masters of Law	\$1500	\$1500	Acting APS 6.2	1	3 days	Assists succession planning, staff retention and increases legal capability of team
Masters of Business & Information Technology	\$1500	\$1500	EL2.4	1	5 days	Assists succession planning, staff retention and increases strategic management capability of team.
Insolvency Education Program	\$1500	\$1500	APS 6.1	1	5 days	Contribute to improved relationship with key stakeholders & implement better workplace practices
Executive Masters Public Administration	\$0	\$0	EL2.4	1	6 days	Assists succession planning, staff retention and increases public administration capability of team
<b>TOTAL</b>	<b>\$13 324</b>	<b>\$951.71</b>		<b>14</b>	<b>49 days</b>	

*\*Employee did not claim for studies fee reimbursement*

### **Office of the Australian Information Commissioner**

a) The OAIC's studies assistance policy provides for up to 5 hours of study leave per week that may be granted to attend tuition such as lectures and tutorials (part-time staff will be granted a pro rata amount) where courses cannot be arranged outside normal working hours.

Up to 5 days leave per academic year may be granted for other study activities depending on study leave already granted and the number of subjects being studied. Approval to take this leave will be dependent on operational requirements.

Approved students may apply for financial assistance that is payable on the successful completion of the subject and is intended to reimburse approved students for some of their course fees and other associated costs.

All studies assistance (in terms of granting leave or financial assistance) is discretionary and is decided by the delegate. The following factors are considered in assessing an application —

- Benefit and relevance of the proposed course of study to the OAIC
- Career development needs of the individual
- Operational and resource issues
- Capacity of the employee to balance the study commitments with her or his work responsibilities

b)

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
<b>In House Courses</b>						
Nil	N/A	N/A	N/A	N/A	N/A	
<b>Employee Studies Assistance</b>						
Masters in Juris Doctor	\$5,367	\$5,367	EL 2	1	8 Days	OAIC staff member is required to read and interpret law
Juris Doctor	Nil	Nil	APS 5	1	6 Days	OAIC staff member is required to read and interpret law
Master of Public Policy	\$500	\$500	APS 6	1	2 Days	High level analysis and research skills acquired through studies of direct relevance to the policy function of the office
Bachelor of Laws	\$2000	\$1000	EL1 EL 2	2	5 Days	OAIC staff members are required to read and interpret law
Bachelor of Business/Laws	\$500	\$500	APS 5	1	5.5 Hours	OAIC staff member is required to read and interpret law
Advanced Diploma of Information Technology	\$764		1 APS 5	1	Nil	Training relevant for staff member responsible for redevelopment of EDRMS
Advance Diploma in Record keeping	Nil	Nil	EL 1	1	3 Days	Training relevant for staff member responsible for redevelopment of EDRMS
<b>Total</b>	<b>\$9,130</b>				<b>24.6 Days</b>	

**Office of the Director of Public Prosecutions (CDPP)**

- a) The CDPP provides studies assistance to all ongoing staff and non-ongoing staff with a current contract of 12 months. Studies assistance includes approved paid leave of up to 5 hours per week and reimbursement of costs associated with study up to \$500 per calendar year. There is also entitlement to exam leave and unpaid Discretionary Leave for up to 12 months for full time students.
- b)

<b>Type of Course</b>	<b>Total cost</b>	<b>Cost per participant</b>	<b>Classification of participants</b>	<b>Number of participants</b>	<b>Study Leave granted per participant</b>	<b>Reason for study and how it is beneficial to the Department / Agency</b>
Advocacy Training	\$9,678.00	\$206	APS 4 (LO 1) – EL 1 (SLO )	47		Legal skills development
Fire and emergency response training	\$1,140	\$29	APS 5 – EL 2	40		Requirement for members of the Emergency Management Committee
Excel & Powerpoint Training Courses	\$7,182	\$224	APS 3 – SES B1	32		Provide staff with skills to assist them in completing daily tasks.
Manual Handling	\$1270	\$44	APS 4 – SES B2	29		Assist staff with correct skills – less injuries in the work place
Bullying & Harassment	\$7,273	\$182.00 (average)	APS 4- SES B1	40		To ensure staff have an understanding of the behavioural standards required within the workplace.
Tertiary Studies	\$8014	\$334	APS 3 – EL 2	24	APS 1-6 (or equivalent): 812.87 hours  EL 1-2 (or equivalent): 94 hours	Tertiary study related to employment at the CDPP

**Office of Parliamentary Counsel**

- a) The Office of Parliamentary Counsel’s (OPC’s) policy and guidelines on studies assistance are set out in OPC’s Staff Development Office Procedural Circular. OPC’s Studies Assistance Scheme is to support employees in their efforts to improve the skills needed for their OPC work and to improve their general career prospects within the APS. Staff may apply for study leave, including time off work to attend lectures, tutorials and examinations, and for financial assistance. The level of support provided will reflect the relevance of the scheme of study to the employee’s duties in OPC and the study workload undertaken by the employee.
- b)

Type of Course	Total cost	Cost per participant	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Tertiary - Certificate	\$99	\$99	APS 4	1	9 hours	Studies directly relevant to current work
Tertiary - Graduate Certificate	\$6,396	\$3,198	APS 4	2	52 hours	Studies directly relevant to current work
Tertiary - Masters Professional qualification	\$3,330	\$3,330	APS 5	1	40 hours	Studies directly relevant to current work

**National Native Title Tribunal**

a) The agency’s guidelines on study are contained in the NNTT’s Employee Handbook (section D.5 Studies Assistance).

In addition the Tribunal provides identified training through Work Review Development Plans, aimed at ensuring employees maintain the necessary skill set and knowledge to perform their role; and further identifying relevant compliance training (in such areas as fraud control, protective security, work health and safety).

b)

<b>Type of Course</b>	<b>Total cost (GST exclusive)</b>	<b>Cost per participant (GST exclusive)</b>	<b>Classification of participants</b>	<b>Number of participants</b>	<b>Study Leave granted per participant</b>	<b>Reason for study and how it is beneficial to the Department / Agency</b>
Commonwealth Health & Safety Training	\$1510	\$1510	APSL 2 & 4	2	37.5 hours	Mandatory compliance training.
Legal Skills and Ethics for Government Lawyers	\$255	\$255	EL 1	1	4 hours	Adding to NNTT skill base.
Mediation Accreditation Assessment	\$915	\$915	APSL 6 & EL1	2	2 hours	Contribution to NNTT mediation services