

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

**Portfolio**

**Question No. 75**

**Senator Humphries asked the following question at the hearing on 30 May 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:**

For 2012-13 financial year information up to 31 January 2013, please refer to QoN 106 from the Additional Estimates round.

For the period 1 February 2013 to 31 May 2013 please see below.

**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 not applicable to AGS.

Please see the tables below for other responses.

**FYTD 01/02/13 – 31/05/13**

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>Average 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>
Supports Strategic Direction	<b>\$3,025</b>	<b>\$86.43</b>	<b>EL2 = 5 EL1 = 13 B5-6 = 11 GRADS = 1 APS 4 = 3 APS3 = 2</b>	<b>35</b>	<b>N/A</b>	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 Departmental and APS employees.
Achieves Results	<b>\$9,945</b>	<b>\$68.59</b>	<b>SESB1 = 1 EL2 = 12 EL1 = 26 B5-6 = 52 GRADS = 5 APS 4 = 21 APS3 = 26 B1-2 = 2</b>	<b>145</b>	<b>N/A</b>	
Supports Productive Working Relationships	<b>\$16,543</b>	<b>\$156.07</b>	<b>SESB1 = 4 EL2 = 45 EL1 = 15 B5-6 = 20 GRADS = 1 APS4 = 5 APS3 = 16</b>	<b>106</b>	<b>N/A</b>	

Displays Personal Drive & Integrity	\$4,437	\$37.92	SESB1 = 2 EL2 = 17 EL1 = 36 B5-6 = 30 APS4 = 16 APS3 = 10 B1-2 = 4 Contractor = 2	117	N/A	
Communicates with Influence	\$18,722	\$167.16	EL2 = 1 EL1 = 20 B5-6 = 21 GRADS = 40 APS3 = 10 APS4 = 19 B1-2 = 1	112	N/A	
Microsoft 2007 Applications Training	\$500	\$23.81	SESB1 = 1 EL2 = 3 EL1 = 4 B5-6 = 10 APS4 = 1 B1-2 = 1 Contractor = 1	21	N/A	
AGD Training Applications	\$1,760	\$10.00	EL2 = 24 EL1 = 33 B5-6 = 39 GRADS = 38 APS4 = 23 APS3 = 15 B1-2 = 3 Contractor = 1	176	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 (Study Fees)	\$134,006	\$4,060.79 <sup>1</sup>	Not available	33	Maximum 65 hours per	Proposed study must have clear relevance to the priorities, core business responsibilities and

Payments)					semester	operational requirements of the Department or the APS, with the expectation that undertaking such study will improve the employee's capacity to contribute to organisational performance.
Tertiary Studies (HECS Payments)	\$14,832.50	\$4,944.17 <sup>1</sup>	Not available	3		

<sup>1</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 \$35,290

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
Law	\$8,505	\$1,701	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	\$9,975	\$3,325	APS 6	3	5 days	Relevant to duties and maintaining

Resolution						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 (ACC) 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) Training Data for 01/02/13 – 31/05/13 is as follows:

<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	\$13,180* Incl GST	\$1,464	Not recorded	9 – external 41 - internal	Not applicable	Enhance core business skill- increase efficiency
Coaching and Mentoring	\$10,879* Incl GST	\$320	Not recorded	34 - external 0 - internal	Not applicable	Enhance leadership skills and career development
Compliance Courses	\$36,926 Incl GST	\$1,943	Not recorded	19 - external 174 - internal	Not applicable	Ensure compliance with legislation and Govt requirements
eLearning Compliance	\$34,540 for development of eLearning modules.	N/A	Not recorded	N/A (being developed)	Not applicable	Ensure compliance with legislation and Govt requirements
Conferences & Forums	\$12,778* Incl GST	\$852	Not recorded	15- external 0 - internal	Not applicable	Enhance skills related to various disciplines
Finance Specific Capability	\$2,982* Incl GST	\$746	Not recorded	4 - external 0 - internal	Not applicable	Build agency Financial Management capability
ICT Specific Capability	\$13,372* Incl GST	\$3,343	Not recorded	4 - external 0 - internal	Not applicable	Build agency ICT capability
Induction & Culture	\$0 (int course cost)	N/A	Not recorded	0 - external 66 - internal	Not applicable	Core component of training for all staff
Intelligence	\$22,743*	\$734	Not recorded	31 - external	Not applicable	Enhance agency core capability

Development	Incl GST			0 - internal		
Leadership and Management	\$104,584* Incl GST	\$8,715	Not recorded	12 - external 0 - internal	Not applicable	Enhance leadership and management capability for managers
Legal Specific Capability	\$25,689* Incl GST	\$734	Not recorded	35 - external 33 - internal	Not applicable	Enhance agency core capability
Professional Memberships	\$5,495* Incl GST	\$687	Not recorded	8 - external 0 - internal	Not applicable	Essential for agency professionals
National Security College	\$2,750* Incl GST	\$2,750 – This cost is for one place on a professional development course which is additional to our agency allocation costs.  Note the other 11 participant costs covered under the ACC annual National Security College allocation. Reported in QoN 106.	Not recorded	12 - external 0 - internal	Not applicable	Enhance agency core capability
Job Specific Capability	\$49,420* Incl GST	\$668	Not recorded	74 - external 183 - internal	Not applicable	Enhance agency core capability
ACC Systems	\$0	N/A	Not recorded	0 - external	Not applicable	Core component of training for all staff

Training & Maintenance				201 - internal		
Workplace Health and Safety	\$13,139* Incl GST	\$199	Not recorded	66 - external 0 - internal	Not applicable	Core component of training for all staff
Tertiary Study Support	\$7,800*	\$780	Not recorded	10- external 0 - internal	Not recorded. Study approved in accordance with ACC needs. Employees who receive Tertiary Study Support may be eligible to receive study leave, in accordance with ACC guidelines. This is managed directly between the employee and their manager.	Enhance agency core capability
<b>TOTAL</b>	<b>\$356,277*</b>	<b>\$23,935</b> (based on average of all costs, not including eLearning compliance development costs)		<b>333 - external</b> <b>698 - internal</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 towards an Award, consistent with the individual's work responsibilities or assists with career development. In addition, ACLEI provides job specific skills training.

b)

Type of Course	Total cost (GST excl.)	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
Computer forensic investigations	\$6,223	\$6,223	EL1	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.
Cloud computing forum	\$900	\$900	EL1	1	N/A	
Australian Law Society practice management course	\$1,364	\$1,364	EL2	1	N/A	
Australian Public Service Commission human resources package	\$2,400	\$2,400	APS6	1	N/A	
Australian Government Solicitor Essentials for the Government lawyer	\$2,045	\$2,045	EL1	1	N/A	
Australian Government Solicitor Legal issues in records management for investigators and regulators	\$1,768	\$1,768	EL1	1	N/A	
Information Audit Basics	\$700	\$700	EL1	1	N/A	
ACT Law Society continuing professional development	\$136	\$136	EL1	1	N/A	
ACT Law Society continuing professional development	\$61.32	\$61.32	EL1	1	N/A	
JADE database admin training	\$5,469.10	\$5,469.10	EL1	1	N/A	

## **Australian Customs and Border Protection Service**

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 Instructions 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.

See table below for breakdown of expenses.

**b) Education Expenses: Training Data for FYTD 01/02/13 – 31/05/13**

<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 Leadership and Management Program – <b>Listen Respect Lead</b>	\$96,773.60	\$219.94	CL1 = 83 CL2 = 188 CL3 = 114 CL4 = 39 CL5 = 15 SES = 1	440	n/a	Knowledge and skill development – personal effectiveness, staff engagement and leadership
Corporate Leadership and Management Program – <b>Leading People at the Frontline – Experienced Supervisor Program</b>	(LP@FL is a 6 month development program - costs paid in Sept 2012) (Period 1 Feb – 31 May all on-job-training)	(6 month development program - costs paid in Sept 2012) (Period 1 Feb – 31 May all on-job-training)	CL2 = 11 CL3 = 4	15	n/a	Knowledge and skill development – personal effectiveness and frontline leadership
Corporate Leadership and Management Program – <b>Building Management and Leadership – CL4</b>	\$57,332	\$2,492.69	CL4 = 23	23	n/a	Knowledge and skill development – Executive leadership
Corporate Leadership and Management Program – <b>From Management to Leadership – CL5</b>	\$63,635	\$3,977.19	CL5 = 16	16	n/a	Knowledge and skill development – Executive leadership
Corporate Leadership and Management Program – <b>National Security College</b>	\$42,500	Varies from \$2,500 for Profess Dev	CL2 = 1 CL3 = 2 CL4 = 3	9	n/a	Knowledge and skill development – in the context of national security challenges and national security leadership

<b>Various Programs</b>		programs to \$15,000 for Exec programs	CL5 = 2 SES = 1			
Customs Trainee Training <b>Trainees</b>	\$933,470	\$24,565 (this reporting period covers 4 months Feb to May) of a 6 month program	Trainees = 38	38 (averaged due to a number of programs ending and commencing during Jan + Feb 2013)	n/a	Core/Job Specific base level training (Passengers Division)
<b>Other Staff Development Programs or Opportunities</b> – Tertiary Studies (Study Fee payments(ACBPS Studies Assistance Program)	\$45,080	Tier 1 = \$645 Tier 1 of the Studies Assistance Program is for study initiated by the employee and supported partially by ACBPS by way of leave and financial assistance)  Tier 2 = \$3,540 Tier 2 of the Studies Assistance Program is for study initiated by the Service and supported fully by ACBPS by way of leave and financial assistance)	Tier 1 CL1 = 13 CL2 = 9 CL3 = 2 CL4 = 1 CL5 = 1  Tier 2 CL2 = 1 CL3 = 4 CL4=3	34	Hours to complete study vary according to the program	Various  ** Please note - figures shown here relate only to bursary payments made for the period 1 Feb – 31 May 2013, not to the number of staff studying under the Studies Assistance Scheme.
Emotional Intelligence Workshop - <b>Graduate 2012 Cohort</b>	\$2,500	\$113.63	Graduate Trainee = 22	22	n/a	Job specific
Graduate Development Program incorporating Diploma of Government and Graduate Event Series	\$73,150 (all 12 month program fees paid upfront	\$10,450	Graduate Trainee = 7	7	n/a	Job specific

- Graduate Development Program 2013	in Feb 2013)					
<b>TOTAL</b>	\$1,314,440.60	Varies from \$113.66 to \$15,000 per participant dependent on program	Trainee = 38 Graduate Trainee = 29 CL1 = 96 CL2 = 209 CL3 = 123 CL4 = 69 CL5 = 35 SES = 2	601	Various	N/A

### 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 Human Rights Commission

- a) 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 organisational performance.

Up to 5 hours of study leave per week 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 (eg residentials, essay and examination preparation) depending on study leave already granted under point 1 (above) 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 of up to \$500 per completed subject per semester to a maximum of \$1000 per semester. This 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.

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 Studies (Study Fees Payments)	\$1,500	\$500	EL 2 x 2 APS 4 x 1	11	EL2 x 2 5 days APS6 x 4 7 days	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 employees' capacity to contribute to organisational performance.
<b>In House Courses</b>						
Proofreading and Editing	\$2588	\$144	EL 2 x 1 EL 1 x 7 APS 6 x 7 APS 4 x 3	18	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.
Workstation Set up Training for Managers	\$450	\$112.5	EL 2 x 4	4	N/A	To provide information and training to managers to ensure the Commission is meeting its obligations under WHS legislation
Resilience at Work	\$5000	N/A	Not Tracked	All ICS Staff. Numbers N/A	N/A	Recognising that ICS staff deal with clients in highly stressful and emotive areas, resilience has been identified as being an important factor in reducing the risk of developing a mood disorder. Resilience at work aims to disseminate knowledge and skills in this area and to increase individual skills in building resilience
Staff Selection and Interview Skills	\$2727	\$160	EL 2 x 2 EL 1 x 4	17	N/A	The workshop was to enable participants to gain a better understanding of how to go about

			APS 6 x 5 APS 5 x 2 APS 4 x 2 APS 3/4 x 2			preparing a job application, improve on their interview skills and framing expectations around skill acquisition and career movement.
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### 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
HCO training	\$640.00	\$320.00	APS6- EL1	2	2 days	Training for new harassment contact officers
First aid	\$100.00	\$100.00	EL1	1	1	Refresher first aid training for first aid officer
Digital edge	\$195.00	\$65.00	APS6-EL1	3	0.5 days	Digital records training for staff responsible for records management
Masters	\$0	\$0	APS5, EL1	2	8 days	Courses are relevant to the duties of the employees and the work conducted at the AIC.
HR operations training	\$600	\$600	APS6	1	1	Payroll training

## Australian Law Reform Commission

a) 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.

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
Strategic thinking and decision making	\$5800.00	\$5,800.00	SES 1	1	NO	Developing capacity in the SES.

## Australian Security Intelligence Organisation

a) ASIO's guidelines on study have not changed since the 2012-13 Additional Estimates. These figures are for corporate in-house training and does not include divisionally sourced or specific training.

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
Corporate training (e.g. contract	\$ 56,468 (excl GST)	\$109 (excl GST)	The information sought is not readily available	517	N/A	ASIO provides support to staff to undertake study for a number of reasons. Primarily our program aims to develop a wide variety of



management, national intelligence courses, induction training, writing courses, etc)			in ASIO's financial recording system. The resources required to collate this information are considered unreasonable.			capabilities in support of staffs' current and future roles, thus enabling the organisation and its workforce to flexibly deliver capability as directed by government.
Operational training	\$ 448,663 (excl GST)	For security reasons, it would not be appropriate to provide this information.	For security reasons, it would not be appropriate to provide this information.	For security reasons, it would not be appropriate to provide this information.	N/A	

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

a) 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
- information technology
- intelligence
- legal
- supervision.

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>Corporate business</b>	12,171	304	All classifications of AUSTRAC employees	40	N/A	Supports corporate functions or obligations, e.g. HR training, WHS, security, etc.
<b>Employee development</b>	8,645	393	All classifications of AUSTRAC employees	22	N/A	Courses, conferences, seminars & workshops aimed at meeting individual's identified development needs
<b>Employee development (DSU Project)</b>	35,110	125	All classifications of AUSTRAC employees	280	N/A	Desktop Software Upgrade (DSU) project. Training to support the change of desktop software systems used by all AUSTRAC employees
<b>Information technology</b>	9,649	2,412	All classifications and contractors in information technology function	4	N/A	Supports the information technology function
<b>Intelligence</b>	220	220	All classifications in intelligence function	1	N/A	Supports AUSTRAC's financial intelligence function
<b>Legal</b>	1,473	368	All classifications in legal function	4	N/A	Courses, conferences, seminars & workshops aimed at meeting individual legal practitioners' identified and/or obligatory development needs
<b>Supervision</b>	2,178	198	All classifications in supervision	11	N/A	Supports AUSTRAC's AML/CTF regulator function

			function			
<b>Subtotal of business training</b>	69,446					
<b>AUSTRAC Studies Assistance Scheme</b>	11,150	1,858	APS5	6	APS5 – 41hrs (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.
	30,530	2,181	APS6	14	APS6 – 48hrs (avg.)	
	8,940	2,235	EL1	4	EL1 – 52hrs (avg.)	
<b>Subtotal of Studies Assistance</b>	<b>50,620</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)

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
WHS Awareness and Workplace Bullying - Comcare	\$53,482.17	\$314.60	APS 2 – SES B2	170	NIL	Training in accordance with WHS legislation and policy.
Change management Webinar	\$1,390.00	\$25.27 (average)	APS 4 – SES B2	55	NIL	Assist corporate management staff with the implementation or Re-organisation project.
Team Management	\$1750.00	\$109.38 (average)	APS 6 – EL1	16	NIL	Provide staff with skills to assist them in completing daily management tasks
OHS Manual Handling Workshop	\$1,309.00	\$27.27 (average)	APS 2 – SES B1	48	NIL	Assist staff with correct skills – less injuries in the work place
Performance Management	\$2,500.00	\$166.67 (average)	APS 6 – EL 2	15	NIL	Provide staff with skills to assist them in completing their performance management responsibilities.
Enhancing Team Performance	\$2,500.00	\$166.67 (average)	APS 6 – EL 2	15	NIL	Provide staff with skills to assist them to perform as an effective member of a team
Advocacy Training	\$4,900.00	\$376.92 (average)	APS 4 – EL 1	13	NIL	Legal skills development
Legal research training	NIL	NIL	APS 3 - PLO	9	NIL	Legal skills development
Westlaw – practical research training	NIL	NIL	APS 4 - SES	6	NIL	Legal skills development
Basic Excel	NIL	NIL	APS 3 – SES B2	21	NIL	
Tertiary Studies	\$4,551.13	\$227.56 (average)	APS 3 - EL 1	20	718.4 hours	Tertiary study related to employment at the CDPP

## CrimTrac

- a) The department/agency's guidelines on study are focused on providing employees with the opportunity to pursue study, provided it is relevant to the Agency's corporate objectives and its evolving human resources requirements. Employees are eligible for study leave and financial assistance (study allowance).

Study leave can be approved for up to 5 hours per week and study allowance is paid after the employee has demonstrated that they have successfully completed study units. The allowance paid for approved assistance is capped at \$3,000 per calendar year, with a cap of \$1,500 for each unit.

b)

Type of Course	Total cost (Excl GST)	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
Career and Self Development	\$4,670.80	\$389.23	EL1 – 1, APS6 – 5, APS5 – 4, APS4 – 2	12	N/A	Related to performance agreement and business outcomes
Communication & Stakeholder Engagement	\$4,754.18	\$264.12	EL2 – 1, APS6 – 5, APS5 – 8, APS4 – 3, APS3 – 1	18	N/A	Related to performance agreement and business outcomes
Financial Management	\$2,475.00	\$1,237.50	EL1 – 1, APS5 – 1	2	N/A	Related to performance agreement and business outcomes
Governance	\$8,171.00	\$680.92	EL1 – 7, APS6 – 1, APS5 – 4	12		Related to performance agreement and business outcomes
HR & People Management	\$8,321.10	\$594.35	EL1 – 7, APS6 – 5, APS5 – 1, APS4 – 1	14	N/A	Related to performance agreement and business outcomes
ICT Technical	\$36,345.50	\$1,172.45	EL2 – 2, EL1 – 11, APS6 – 15, APS4 – 3	31	N/A	Related to performance agreement and business outcomes
Leadership/Management	\$36,462.00	\$1,302.21	EL2 – 5, EL1 – 10, APS6 – 12, APS5 – 1, APS4 – 1	29	N/A	Related to performance agreement and business outcomes
Policy	\$8,552.00	\$534.50	EL1 – 6, APS6	16	N/A	Related to performance agreement and

			- 3, APS5 - 7			business outcomes
Project Management	\$4,855.00	\$971.00	EL1 - 3, APS6 - 2	5	N/A	Related to performance agreement and business outcomes
Essential Writing	\$5100.00	\$118.60	EL2 - 3, EL1 - 17, APS6 - 8, APS5 - 9, APS4 - 5, APS1 - 1	43	N/A	Internally developed program related to performance agreement and business outcomes
Giving & Receiving Feedback	\$3,300.00	\$193.00	EL2 - 1, EL1 - 13, APS6 - 4, APS5 - 1	19	N/A	Internally developed program related to performance agreement and business outcomes
Selection Advisory Training	\$3,000.00	\$142.85	EL1 - 7, APS6 - 6, APS5 - 7, APS4 - 1	21	N/A	Corporate compliance

### **Family Court of Australia**

- a) There has been no change in the departmental policy since the February 2013 round.
- b) The Court does not have the resources to detail each training course by participant, however the total cost of education and training expenses for 1 February 2013 to 31 May 2013 was \$118,085 (GST Exclusive).

### **Federal Magistrates Court**

- a) There has been no change in the departmental policy since the February 2013 round.
- b) The Court does not have the resources to detail each training course by participant, however the total cost of education and training expenses for 1 February 2013 to 31 May 2013 was \$24, 500(GST Exclusive).

## **Federal Court of Australia (and National Native Title Tribunal)**

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) Study Assistance**

Total Spend \$ 22,500 - No. of Participants – 7- Total Study Leave Granted – 21.5 days Average Cost per participant \$ – 3214.29 Average Study Leave Granted – 2 hours per subject per week - Type of Study – Mostly undergraduate and post-graduate legal studies

1 x APS4, 1 x APS5, 4 x APS6, 1 EL1

### **Training (excludes data included in Q.76)**

**Total** \$78,489.01 – No. of Sessions – 83 – Average cost per session \$945.65

Courses/Sessions by Subject Area

IT – 4, Legal – 20, Operational – 41, Compliance – 12, Other - 6

## **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)

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</b>						
Using DSpace repository software	\$1,300.00	\$130.00	Various	10	Nil	Contributes to the development of workforce capability.
Work safe in construction industry	\$1,259.09	125.90	Various	10	Nil	Contributes to the development of workforce capability.
First Aid	\$393.71	\$196.85	APS 6/ APS 3	2	Nil	Contributes to the development of workforce capability.
Payroll – Time recording system	\$4,000.00	\$133.33	Various	30	Nil	Contributes to the development of workforce capability.
Workplace Safety – Court Guides	\$969.00	74.54	APS 2/ APS 4	13	Nil	Contributes to the development of workforce capability.
<b>External provided/Conference Attendance</b>						
Security in Government	\$1,209.09	\$1209.09	EL1	1	Nil	Contributes to the development of workforce capability.
Configuring and troubleshooting Windows server	\$7,956.00	\$3978.00	EL1/ APS 6	2	Nil	Contributes to the development of workforce capability.
VMWare configuring and managing	\$7,700.00	\$3850.00	EL1/ APS 6	2	Nil	Contributes to the development of workforce capability.
Libraries Australia Document delivery basics course	\$359.09	\$359.09	APS 4	1	Nil	Contributes to the development of workforce capability.
University of New South Wales Law conference	\$508.18	\$508.18	SES	1	Nil	Contributes to the development of workforce capability.



International Association of Law Libraries conference	\$548.18	\$548.18	SES	1	Nil	Contributes to the development of workforce capability.
Australian Public Service Commission – Executive level leadership network seminar	\$115.00	\$115.00	APS 5	1	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
Masters in Business Administration	\$0	\$0	EL1.2	1	4 days	Assists succession planning, staff retention and increases strategic assessment capability of team
Bachelor of Accounting	\$0	\$0	APS 6.2	1	3 days	Assists succession planning, staff retention and increases strategic assessment capability of team
Masters of	\$1500	\$1500	Acting EL 2.4	1	2 days	Assists succession planning, staff retention and

Commercial Law						increases strategic assessment capability of team
Bachelor of Laws	\$0	\$0	APS 3.3	1	1.07 days	Assists succession planning, staff retention and increases strategic assessment capability of team
CPA	\$0	\$0 \$0 \$0	Acting APS 5.1 Acting EL1.2 APS 4.3	3	3 days 5 days 6 days	Assists succession planning, staff retention and increases strategic assessment capability of team
Postgraduate Diploma in Financial Investigation & Fraud	\$2208	\$664 \$664 \$880	EL 1.3 APS 6.4 APS 6.4	3	2 days 0 days 2 days	Assists succession planning, staff retention and increases strategic assessment capability of team
Masters of Law and Environmental Science	\$0	\$0	APS 6.1	1	5 days	Assists succession planning, staff retention and increases strategic assessment capability of team
Masters of Business & Technology	\$0	\$0	EL2.4	1	2 days	Assists succession planning, staff retention and increases strategic assessment capability of team
Masters of Business (HR& IR)	\$0	\$0	APS 4.3	1	5 days	Assists succession planning, staff retention and increases strategic assessment capability of team
Insolvency Education Program	\$1500	\$1500	APS 5.3	1	0 days	Assists succession planning, staff retention and increases strategic assessment capability of team
<b>TOTAL</b>	<b>\$5,208</b>	<b>\$5,208</b>	<b>-</b>	<b>16</b>	<b>40.07 days</b>	<b>-</b>

## **National Native Title Tribunal**

The National Native Title Tribunal (NNTT) will not be providing a response to this question, as from 1 July 2012 the NNTT is no longer a Financial Management and Accountability Act 1997 Agency, and is funded to carry out its functions as a sub-program of the Federal Court of Australia's appropriation. On 12 March 2013 the Courts and Tribunals Legislation Amendment (Administration) Act 2013 came into operation. On that day the Australian Public Service Commissioner signed a determination which transferred all staff employed by the Tribunal to the Federal Court of Australia under s.72 of the Public Service Act, but those staff are designated staff assisting the Tribunal under the Native Title Act.

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

- a) The OAIC's studies assistance policy provides that up to 5 hours of study leave per week 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
Master of Public Policy	\$500	\$500	APS 6	1		High level analysis and research skills acquired through studies of direct relevance to the policy function of the office
Master of Laws	Nil	Nil	EL 1	2	2 Days (1x EL 1) 3 Days (1 EL 1)	OAIC staff members are required to read and interpret law
Diploma of Law	Nil	Nil	APS 5	1	5 Days	OAIC staff members are required to read and interpret law
Bachelor of Laws	Nil	Nil	EL 2	1	1 Day	OAIC staff members are required to read and interpret law
Masters of Innovation Law	Nil	Nil	APS 6	1	1 Day	OAIC staff members are required to read and interpret law
Masters in Digital Communication	Nil	Nil	APS 4	1	1 Day	The OAIC staff member is part of the Communications and Corporate Branch
Graduate Diploma in Psychology	Nil	Nil	APS 5	1	3 Days	The OAIC staff member is part of the Communications and Corporate Branch
<b>Total</b>	<b>\$ 500</b>			<b>8</b>	<b>16 Days</b>	
<b>In House Courses</b>	<b>Nil</b>			<b>Nil</b>	<b>Nil</b>	

### 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)

<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>
Tertiary - CPA Program	\$1,700	\$1,700	APS 6	1	70 hours	Studies directly relevant to current work
Tertiary - Graduate Certificate Editing and Publishing	\$11,624	\$5,812	APS 4	2	20 hours	Studies directly relevant to current work