

**Senate Standing Committee on Economics**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Additional Estimates

13 – 14 February 2013

**Question: AET 663-664**

**Topic: Education Expenses**

**Written: Received from Committee – 22 February 2013**

**Senator BUSHBY asked:**

663. What are the department/agency's guidelines on study?
664. For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.

**Answer:**

663. (Extract from EA) STUDIES ASSISTANCE
- A1 The Commission encourages its employees to undertake formal study in fields which link to the achievement of its corporate goals or which meet their career development needs.
- A2 Assistance will be provided to an employee to undertake formal courses of study at tertiary and higher education institutions and other vocational education courses, where the study is agreed as part of an employee's individual learning and development agreement.
- A3 The Secretary may approve the grant of assistance to an employee to a maximum of either:
- i) five hours per week paid leave during a semester, or period of study in accordance with regulations of the academic institution, for study purposes including:
    - (1) travel between work premises and the academic institution;
    - (2) to attend classes (this may include class work requirements for courses studied via distance education/external modes);
    - (3) for work on dissertations/thesis;
    - (4) distance education;
    - (5) and to undertake or study for examinations; or
  - ii) financial assistance at the discretion of the Secretary.
- A4 Notwithstanding clause A3, a grant of assistance to an employee may involve a mix of both types of assistance referred to in that clause, or a grant of assistance in excess of the

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amounts in that clause. The Secretary will determine applications for assistance in excess of the amounts stipulated in clause A3.

- A5 An approved student who is an Aboriginal or Torres Strait Islander undertaking part-time study may be granted paid leave up to five hours per week during a semester above the level of paid leave which would be granted under clause A3.
- A6 Employees entitled to approved study leave under clauses A3 to A5 may, with the agreement of the Secretary, accumulate unused study leave to take as a block. The timing of access to accrued study leave must be approved by the Secretary.
664. One APS6 has approved study assistance, total contribution is \$1199 and an average of 4.5 hours per week study leave during semester, and one day exam leave per semester.