

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

Portfolio

Question No. 100

Senator Humphries asked the following question at the hearing on 16 October 2012

Education expenses

- a) Has there been a change to the department/agency's guidelines on study since the 2012-13 Budget Estimates (May 2012)? If yes, please provide details.
- b) For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.
- c) For 2011-12, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.

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

Please see the tables below.

Attorney-General's Department

a) No.

b)

Training Data for FYTD (1/07/2012-30/09/2012)

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
Supports Strategic Direction	\$3,025	\$55	SES x 1 EL1/SLO x 10 APS 5-6 x 6 LO x 7 APS 4 x1 APS 1-2 x30	55	Not applicable	Training in this area is to address capability gaps primarily identified through the Departments 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	\$9,880	\$125	SES x 2 EL2/PLO x 5 EL1/SLO x23 APS 5-6 x 24 LO x 4 APS 4 x15 APS 3 x 1 APS 1-2 x5	79	Not applicable	
Supports Productive Working Relationships	\$8,555	\$295	SES x 8 EL2/PL0 x 5 EL1/SLO x10 APS 5-6 x 3 LO x 3	29	Not applicable	
Displays Personal Drive & Integrity	\$4,343	\$76	SES x 1 EL2/PLO x4 EL1/SLO x 20 APS 5-6 x 10 LO x 5 APS 4 x12 APS 3 x 3 APS 1-2 x2	57	Not applicable	

Communicates with influence	\$11,753	\$317	EL2/PLO x1 EL1/SLO x 6 APS 5-6 x 17 LO x 2 APS 4 x7 APS 3 x 2 APS 1-2 x2	37	Not applicable	
Microsoft 2007 Applications Training	\$1,000	\$200	EL1/SLO x 2 APS 5-6 x 1 APS 1-2 x1	4	Not applicable	
AGD Applications Training	\$0	\$0	SES x 4 EL2/PLO x15 EL1/SLO x 26 APS 5-6 x 16 LO x 10 APS 4 x10 APS 3 x 4 APS 1-2 x2	87		
Tertiary Studies (HECS Payments)	\$18,951	\$541*	Not available	35	Maximum 65 hours per semester	
Tertiary Studies (Study Fees Payments)	\$57,719	\$946*	Not available	61	Maximum 65 hours per semester	
TOTAL	\$115,226	\$259	SES x 16 EL2/PLO x30 EL1/SLO x 97 APS 5-6 x 77 LO x 31 APS 4 x45 APS 3 x 6 APS 1-2 x46	444		

c)

Training Data for 2011-12 Financial Year

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
Supports Strategic Direction	\$24,150	\$109	EL2/PLO x 13 EL1/SLO x 67 APS 5-6 x 59 LO x 51 APS 4 x 17 APS 3 x 11 APS 1-2 x 3	221	Not applicable	Training in this area is to address capability gaps primarily identified through the Departments 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	\$22,050	\$106	SES x 3 EL2/PLO x 26 EL1/SLO x 61 APS 5-6 x 53 LO x 22 APS 4 x 31 APS 3 x 8 APS 1-2 x 4	208	Not applicable	
Supports Productive Working Relationships	\$63,059	\$339	SES x 7 EL2/PLO x 24 EL1/SLO x 81 APS 5-6 x 49 LO x 10 APS 4 x 9 APS 3 x 5 APS 1-2 x 1	186	Not applicable	
Displays Personal Drive & Integrity	\$17,529	\$53	SES x 14 EL2/PLO x 48 EL1/SLO x 90 APS 5-6 x 94 LO x 19 APS 4 x 39 APS 3 x 15 APS 1-2 x 11	330	Not applicable	
Communicates with influence	\$47,139	\$327	SES x 1 EL2/PLO x 3 EL1/SLO x 32	144	Not applicable	

			APS 5-6 x 48 LO x 24 APS 4 x 25 APS 3 x 5 APS 1-2 x 6			
Microsoft 2007 Applications Training	\$16,050	\$286	SES x 0 EL2/PLO x 5 EL1/SLO x 11 APS 5-6 x 23 LO x 3 APS 4 x 8 APS 3 x 3 APS 1-2 x 3	56	Not applicable	
AGD Applications Training	\$0	\$0	SES x 3 EL2/PLO x 51 EL1/SLO x 129 APS 5-6 x 118 LO x 38 APS 4 x 124 APS 3 x 28 APS 1-2 x 29	520	Not applicable	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)	\$320,850	\$1,833*	Not available	175	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 APS, with the expectation that undertaking such study will improve the employee's capacity to contribute to organisational performance.
Tertiary Studies (Study Fees Payments)	\$253,444	\$2283*	Not available	111	Maximum 65 hours per semester	
TOTAL	\$764,271	\$391	SES x 28 EL2/PLO x 170 EL1/SLO x 471 APS 5-6 x 439 LO x 158 APS 4 x 253 APS 3 x 70 APS 1-2 x 57	1951		

* 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.

Australian Crime Commission

a) No.

b)

Training Data for FYTD (1/07/2012 - /30/09/2012)

Type of Course	Total cost * refers to external training cost	Average cost per participant attending external courses ** internal training has no direct costs	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Business Skills	\$11,715 * Incl GST	\$1,172	Not recorded	10 - ext course	not applicable	Enhance core business skill- increase efficiency
Coaching	\$495 * Incl GST	\$495	Not recorded	1 - ext course	not applicable	Enhance leadership skills
Compliance Courses	\$14,408 * Incl GST	\$244	Not recorded	59 – ext course 177 - int course	not applicable	Ensure compliance with legislation and Govt requirements
Conferences & Forums	\$25,587 * Incl GST	\$1,066	Not recorded	24 - ext course	not applicable	Enhance skills related to various disciplines
ICT Specific Capability	\$9,100 * Incl GST	\$3,033	Not recorded	3 - ext course	not applicable	Build agency ICT capability
Induction & Culture	\$0 (int course cost)	\$0 **	Not recorded	49 - int course	not applicable	Core component of training for all staff
Intelligence Development	\$14,820 * Incl GST	\$549	Not recorded	27 - ext course	not applicable	Enhance agency core capability
Leadership and Management	\$7,635 * Incl GST	\$2,545	Not recorded	3 – ext course 59 – int course	not applicable	Enhance leadership and management capability for managers
Legal Specific Capability	\$450 * Incl GST	\$150	Not recorded	3 - ext course	not applicable	Enhance agency core capability
Professional Memberships	\$5,813 * Incl GST	\$388	Not recorded	15 - ext course	not applicable	Essential for agency professionals
National Security College	\$32,230 * Incl GST	\$5,372	Not recorded	6 - ext course	not applicable	Enhance agency core capability
Job Specific Capability	\$7,300 * Incl GST	\$811	Not recorded	9 – ext course 65 - int course	not applicable	Enhance agency core capability

ACC Systems Training & Maintenance	\$0	\$0	Not recorded	350 - int courses	not applicable	Core component of training for all staff
Workplace Health and Safety	\$5,828 * Incl GST	\$648	Not recorded	9 - ext course	not applicable	Core component of training for all staff
Tertiary Study Support	\$18,888 * Partial reimbursement so no GST payable by ACC Excl GST	\$899	Not recorded	21 - 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 accordance with ACC guidelines. This is managed directly between the employee and their manager.	Enhance agency core capability
TOTAL	\$154,269 *	\$812		190 - ext course 700 - int course		

c)

Training Data for 2011-12 Financial Year (01/07/2011 – 30/06/2012)

Type of Course	Total cost * refers to external course training cost	Cost per participant ** internal course training has no direct costs	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Business Skills	\$ 94,513 * Incl GST	\$781	Not recorded	121 – ext course 4 - int course	not applicable	Enhance core business skills and increase efficiency
Coaching	\$18,380 * Incl GST	\$1,081	Not recorded	17 – ext course 13 - int course	not applicable	Enhance leadership skills
Compliance Courses	\$79,511 * Incl GST	\$3,180	Not recorded	25 – ext course 430 - int course	not applicable	Ensure compliance with legislation and Govt requirements
Conferences & Forums	\$36,067 * Incl GST	\$546	Not recorded	66 - ext course	not applicable	Enhance skills related to various disciplines
Finance Specific	\$16,401 *	\$1,640		10 - ext course	not applicable	Enhance financial skills

Capability	Incl GST					
ICT Specific Capability	\$86,718 * Incl GST	\$4,129	Not recorded	21 - ext course 36 - int course	not applicable	Build agency ICT capability
Induction & Culture	\$0 (Internal costs)	\$0 **	Not recorded	208 - int course	not applicable	Core component of training for all staff
Intelligence Development	\$24,886 * Incl GST	\$270	Not recorded	92 – ext course 33 - int course	not applicable	Enhance agency core capability
Leadership and Management	\$228,482 * Incl GST	\$5,573	Not recorded	38 – ext course	not applicable	Enhance leadership and management capability for managers
Legal Specific Capability	\$19,334 * Incl GST	\$921	Not recorded	21- ext course 14 - int course	not applicable	Enhance agency core capability
Professional Memberships	\$46,761 * Incl GST	\$688	Not recorded	68 - ext course	not applicable	Essential for agency professionals
National Security College	\$87,613 * Incl GST	\$4,611	Not recorded	19 - ext course	not applicable	Enhance agency core capability
Job Specific Capability	\$145,835 * Incl GST	\$923	Not recorded	158 – ext course 250- int course	not applicable	Enhance agency core capability
ACC Systems Training & maintenance	\$46,129 * Incl GST	\$2,006	Not recorded	23 – ext courses 256- int courses	not applicable	Core component of training for all staff
Workplace Health and Safety	\$40,314 * Incl GST	\$214	Not recorded	188 – ext course 423 - int course	not applicable	Core component of training for all staff
Tertiary Study Support	\$61,596 * Partial reimbursement so no GST payable by ACC	\$1,141	Not recorded	54 - 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 accordance with ACC guidelines. This is managed directly between the employee and their manager.	Enhance agency core capability
TOTAL	\$1,032,540*	\$1,121		921 - ext course 1667 - int course		

Australian Customs and Border Protection Service

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 staff development programs are outlined in the table below.

In July 2011, Customs and Border Protection introduced a new Human Resource Management system (COMPASS) which included a new Learning Management System to record training. The introduction of the new system has meant that much historical data regarding education and training attendance and expenditure is unavailable. As a result, the following is not readily available:

1. Divisionally sourced and funded Leadership and Management Development Programs and other job specific learning programs.
2. 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.

a) No - the answer to this question remains the same as that provided to Question on Notice number 135 from May 2012 Budget Estimates.

b)

Training Data for FYTD (1/07/2012- /30/09/2012)

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 – “Listen Respect Lead”	\$27,700	\$251.82	CL1 = 6 CL2 = 24 CL3 = 43 CL4 = 30 CL5 = 7 SES = 0	110	N/A	Knowledge and skill development – personal effectiveness, staff engagement and leadership
Corporate Leadership and Management Program - “Building Management and Leadership – CL4”	\$55,746	\$2,322.75	CL4 = 24	24	N/A	Knowledge and skill development – leadership
Corporate Leadership and Management	\$27,500	\$9,166.67	CL4 = 1 CL5 = 2	3	N/A	Knowledge and skill development – in the context of national security challenges and

Program – National Security College Various Programs						national security leadership
Customs Trainee Training Trainees	\$544,476	\$15,556.46	Trainees = 35	35	N/A	Core/Job specific entry level training (Passengers Division)
Registered Training Organisation qualifications Cert III in Govt.	unknown	unknown	unknown	1	N/A	Job Specific
Registered Training Organisation qualifications Cert IV in Govt.	unknown	unknown	unknown	5	N/A	Job Specific
Registered Training Organisation qualifications Diploma in Govt.	unknown	unknown	unknown	8	N/A	Job Specific
Registered Training Organisation qualifications Statement of Attainment (SOA) for units towards full qualifications listed above	unknown	unknown	unknown	41	N/A	Job Specific
Other Staff Development Programs or opportunities - Tertiary Studies (Study Fees Payments) (C+BP Studies Assistance Program)	\$73,433	\$524.52	CL1= 41 CL2 = 41 CL3 = 37 CL4 = 18 CL5 = 3	140	Hours to complete study vary according to program	Various
Other Staff Development Programs or opportunities -	Nil HECS paid	Nil	N/A	N/A	N/A	N/A

Tertiary Studies (HECS Payments)						
Graduate Development Program	\$34,200	Based on 31 grads \$1,103.23	Graduate trainee	31	N/A	Diploma of Government Diploma of Intelligence Analysis Graduate events, personal development workshops
TOTAL	\$763,055	\$28,925.45	Trainee = 35 Graduate Trainee = 31 CL1 = 47 CL2 = 65 CL3 = 80 CL4 = 73 CL5 = 12 SES = 0	398	Various	N/A

c)

Training Data for 2011-12 Financial Year (01/07/2011 – 30/06/2012)

This Customs and Border Protection response data is provided for 1 May 2012-30 June 2012 and is in addition to the data provided in QoN 135/136 (1/7/2011-30/4/2012).

Type of Course	Total cost	Cost per participant (average)	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 - “Results Through People”	\$24,666	\$1,298.21	CL3 = 10 CL4 = 9	19	N/A	Knowledge and skill development – personal effectiveness and leadership
Corporate Leadership and Management Program – “Listen Respect Lead”	\$115,000	\$288.22	CL1 = 9 CL2 = 141 CL3 = 121 CL4 = 82 CL5 = 45 SES = 1	399	N/A	Knowledge and skill development – personal effectiveness, staff engagement and leadership
Corporate Leadership and Management Program - “Building	Nil	Nil	N/A	Nil	N/A	Knowledge and skill development – leadership

Management and Leadership – CL4”						
Corporate Leadership and Management Program - “From management to leadership – CL5”	Nil	Nil	N/A	Nil	N/A	Knowledge and skill development – leadership
Corporate Leadership and Management Program – National Security College Various Programs	\$23,600	\$4,720.00	CL4 = 2 CL5 = 3	5	N/A	Knowledge and skill development – in the context of national security challenges and national security leadership
Corporate Leadership and Management Program – Leadership Program Jeff Whalan	Nil	Nil	N/A	Nil	N/A	N/A
Corporate Leadership and Management Program – ANZSOG EMPA (Director)	Nil	Nil	N/A	Nil	N/A	N/A
Corporate Leadership and Management Program – SES leadership Development Programs - various	Nil	Nil	N/A	Nil	N/A	N/A
Customs Trainee Training Trainees	\$808,935	\$10,370.96	Trainees = 78	78	N/A	Core/Job specific entry level training (Passengers/Cargo Divisions)
Registered Training Organisation qualifications Cert III in Govt.	unknown	Unknown	unknown	Nil	N/A	Job Specific
Registered Training Organisation qualifications Cert IV in Govt.	unknown	Unknown	unknown	Nil	N/A	Job Specific

Registered Training Organisation qualifications Diploma in Govt.	unknown	Unknown	unknown	Nil	N/A	Job Specific
Registered Training Organisation qualifications Statement of Attainment (SOA) for units towards full qualifications listed above	unknown	Unknown	unknown	2	N/A	Job Specific
Other Staff Development Programs or opportunities - Tertiary Studies (Study Fees Payments) (C+BP Studies Assistance Program)	\$24,425	\$904.63	CL1 = 6 CL2 = 8 CL3 = 11 CL4 = 1 CL5 = 1	27	Hours to complete study vary according to program	Various
Other Staff Development Programs or opportunities - Tertiary Studies (HECS Payments)	\$17,227	\$8,613.50	Indigenous Cadet = 2	2	N/A	Various
Graduate Development Program	\$36,900	Based on 31 grads \$1,190.32	Graduate Trainee	31	N/A	Diploma of Government Diploma of Intelligence Analysis Graduate events, personal development workshops
TOTAL	\$1,050,753	\$27,385.84	Indigenous Cadet = 2 Trainee = 78 Graduate Trainee = 31 (for 2012 calendar year) CL1 = 15 CL2 = 149	563	Various	N/A

			CL3 = 142 CL4 = 94 CL5 = 49 SES = 1			
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Australian Federal Police

a) There have been no changes to the AFP's guidelines on study since the 2012-13 Budget Estimates (May 2012).

b) – c)

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 areas. There is currently no process in place to collect this information centrally. To answer the Senator's question with any degree of confidence and accuracy would require an unreasonable allocation of resources.

Australian Government Solicitor

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.

Australian Human Rights Commission

a)No

b)

Training Data for FYTD (1/07/2012/30/09/2012)

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
In House Training Courses						
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
Studies Assistance						
Tertiary Studies (Study Fees Payments)	\$4,500	\$450	EL 2 x 2 EL 1 x 2 APS 6 x 3 APS 5 x 1 APS 4 x 1 APS 3 x 1	10	EL 2 x 1 2 Days EL 1 x 1 2 Days APS 6 x 3 8 Days APS 5 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 organisational performance.
TOTAL	\$7,811			10		

c)

Training Data for 2011-12 Financial Year (01/07/2011 – 30/06/2012)

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
In House Training Courses						
Microsoft Word Training	\$1,485	\$83	Unable to determine	17	NA	All staff required training in new systems. Some of this occurred in the previous financial year.
OAIC and FOI Reforms Training	\$1,320	\$132		10	NA	Updating staff awareness for changes to FOI and Privacy legislation.
Professional Mentoring	\$1,605	\$1,605	1 x APS 4	1	NA	
Training in Social Media	\$2,750	\$97	Unable to determine	85	NA	Available to all staff as part of ongoing internal training .
Aboriginal and Torres Strait Islander Cultural Competence	\$1,360	\$272	EL 1 x 1 APS 6 x 2 APS 4 x 2	5	NA	Trialling the on-line competence course for relevance to the work of the Commission.
Workstation Assessment Training for Managers	\$900	\$69	SES Band 1 x 1 EL 2 x 10 EL 1 x 2	13	N/A	Required to meet AHRC obligations under changed WHS requirements
Studies Assistance						
Tertiary Studies (Study Fees Payments)	\$6,000	\$667	EL 2 x 2 EL 1 x 2 APS 6 x 4 APS 4 x 1	9	EL 2 x 2 8 Days EL 1 x 2 9.5 Days APS 6 x 3 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 employee's capacity to contribute to organisational performance.
TOTAL	\$15,420					

Australian Institute of Criminology

a)No

b)

Training Data for FYTD (1/07/2012/30/09/2012)

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
PhD				2	In own time	Relevant to the duties of the employee and research work conducted by the AIC
TOTAL						

c)

Training Data for 2011-12 Financial Year (01/07/2011 – 30/06/2012)

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
PhD				1	6 weeks	Relevant to the duties of the employee and research work conducted by the AIC
PhD				1	In own time	Relevant to the duties of the employee and research work conducted by the AIC
Masters				1	10 days	Relevant to the duties of the employee and research work conducted by the AIC
Post Graduate				1	In own time	Relevant to the duties of the employee and research work conducted by the AIC
TOTAL						

Australian Law Reform Commission

a)No

b)

Training Data for FYTD (1/07/2012/30/09/2012)

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
2 day symposium on Justice and Society	\$2,600	\$2,600	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 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.
TOTAL	\$3,200					

c)

Training Data for 2011-12 Financial Year (01/07/2011 – 30/06/2012)

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
Fraud Training In house	\$1,402	\$82	APS 4, APS 5, APS 6, EL1, EL2, SES 1, SES 2, SES 3	17	NO	Update all staff on requirements of Fraud Control and the ALRC's updated Fraud Plan
Presentation skills	\$8,500	\$850	EL1, EL 2, SES 1, SES 2	10	NO	ALRC legal staff are required to present complex material to a range of audiences including to stakeholders in consultations and at seminars and conferences. This training was directed at improving the presentation skills of legal officers so that they could communicate complex information more confidently and clearly, enhancing the ALRC's communication with its inquiry stakeholders.
Cross Cultural Training	\$3,950	\$232	APS 4, APS 5, APS 6, EL1, EL2, SES 1, SES 2, SES 3	17	NO	Cross Cultural training is a commitment by the ALRC under its Reconciliation Action Plan and our commitment to the AGD's Indigenous Strategy. This training assists the ALRC staff to develop and understanding of and respect for the particular issues of Indigenous communities that the ALRC will need to be aware of as it undertakes its Inquiry work.
Records and Information Management in the Australian Government	\$272.73	\$272.73	APS 4	1	NO	A practical training session to educate administrative staff on transitioning ALRC's records to a digital records management system.
Developing a records authority	\$272.73	\$272.73	APS 4	1	NO	Records management training.
Fringe Benefits Tax Seminar	\$544.5	\$544.5	EL1	1	NO	Updating Finance Manager on application of Fringe Benefits tax
APSC Leading and Managing	\$3,900	\$3,900	EL1	1	NO	Professional development for the Communications Manager so that she is more able to effectively

teams						manage communications at the ALRC.
Taking Good Minutes	\$590	\$590	EL1	1	NO	Training for better note taking and recording of consultations and committee meetings
Applied First Aid Training	\$172.73	\$172.73	APS 6	1	NO	Training update for ALRC safety officer as part of WHS plan.
TOTAL	\$19,604.69					

Australian Security Intelligence Organisation

a)No

b)

Training Data for FYTD (1/07/2012/30/09/2012)

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 courses, induction training, writing courses, etc)	\$137,055 (excl GST)	\$317.99 (excl GST)	431	The information sought is not readily available in ASIO's financial recording system. The resources required to collate this information are considered unreasonable.	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 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	\$1,257,122 (excl GST)	It would not be appropriate to provide this information.	It would not be appropriate to provide this information.	It would not be appropriate to provide this information.	N/A	
Tertiary studies – study assistance	\$17,379	\$1,158.62	15	The information sought is not readily available in ASIO's	Up to 60 hours per semester	

				financial recording system. The resources required to collate this information are considered unreasonable.		
Tertiary studies – long term development	\$0.00	\$0.00	4	The information sought is not readily available in ASIO's financial recording system. The resources required to collate this information are considered unreasonable.	Up to 12 months study leave	
Language skills development	\$53,151 (excl GST)	\$6,643.92 (excl GST)	8	The information sought is not readily available in ASIO's financial recording system. The resources required to collate this information are considered unreasonable.		

c)

Training Data for 2011-12 Financial Year (01/07/2011 – 30/06/2012)

Type of Course	Total cost	Cost per participant	Number of Participants	Classification 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 courses, induction training, writing courses, etc)	\$561,101.00 (excl GST)	\$361.07 (excl GST)	1613	The information sought is not readily available in ASIO's financial recording system. The resources required to collate this information are considered unreasonable.	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 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	\$4,330,193 (excl GST)	It would not be appropriate to provide this information.	It would not be appropriate to provide this information.	It would not be appropriate to provide this information.	N/A	
Tertiary studies – study assistance	\$460,634	\$3,516	138	The information sought is not readily available in ASIO's financial recording system. The resources required to collate this information are considered unreasonable.	Up to 60 hours per semester	
Tertiary studies –	\$171,370 (excl	\$13,182 (excl	13	The information	Up to 12 months	

long term development	GST)	GST)		sought is not readily available in ASIO's financial recording system. The resources required to collate this information are considered unreasonable.	study leave	
Language skills development	\$257,466 (excl GST)	\$13,550 (excl GST)	19	The information sought is not readily available in ASIO's financial recording system. The resources required to collate this information are considered unreasonable.		

CrimTrac

- a)No. 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)

Training Data for FYTD (1/07/2012-30/09/2012)

The process for capturing learning and development activities is manual, from multiple sources, and not directly linked to the Agency's financial management system. As a result, the manual calculations provided may not reconcile exactly with figures reported through the annual report. In December 2012, CrimTrac will implement a learning and development module within the Human Resource Management Information System to more accurately report on learning and development activities.

Under CrimTrac's Study Leave and Assistance Guidelines, employees are eligible for study leave and financial assistance (study allowance). For the period from 1 July 2012 to 30 September 2012, CrimTrac did not receive any requests for the reimbursement of approved studies assistance.

Type of Course	Total cost inc GST	Cost per participant (averaged)	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Contract/Procurement	\$9,850	\$4,925	APS4 - 1 APS5 - 1	2	N/A	Related to performance agreement and business Outcomes
Project management	\$5,275	\$1,758	APS6 - 1 EL1 - 2	3	N/A	Related to performance agreement and business Outcomes
Communication/S takeholder Engagement	\$2,942	\$420.30	APS4 - 5 APS5 - 1 APS6 - 1	7	N/A	Related to performance agreement and business Outcomes
Financial Management	\$2,850	\$2,850	EL1 - 1	1	N/A	Related to performance agreement and business Outcomes
Governance	\$1,375	\$687	APS5 - 1 EL1 - 1	2	N/A	Related to performance agreement and business Outcomes
Professional Development	\$15,504	\$1,550	APS4 - 1 APS5 - 2 APS6 - 2 EL1 - 5	10	N/A	Related to performance agreement and business Outcomes and professional development
Human Resources	\$4,148	\$2,074	APS5 - 1 EL1 - 1	2	N/A	Related to performance agreement and business Outcomes and professional development

Technical (ICT)	\$22,195	\$2,017.80	APS4 - 1 APS5 - 2 APS6 - 2 EL1 - 6	11	N/A	Related to performance agreement and business Outcomes
Corporate Awareness Training	\$6,930	\$96	APS3 - 1 APS4 - 13 APS5 - 15 APS6 - 16 EL1 - 26 EL2 - 1	72	N/A	Corporate Compliance
Promoting an Harassment Free Work Environment	\$9,900	\$55	APS1 - 1 APS3 - 2 APS4 - 26 APS5 - 28 APS6 - 37 EL1 - 67 EL2 - 17 CEO - 1	179	N/A	Corporate Compliance
Leadership Development	\$15,687	\$5,229	APS-4 - 1 APS-5 - 1 EL2 - 1	3	N/A	Professional Development and related to performance agreement and business outcomes.
Certificate IV in Frontline Management	\$22,554	\$1,409	APS5 - 1 APS6 - 8 EL1 - 7	16	N/A	Professional Development and related to performance agreement and business outcomes.
Other non-specified training	\$8,649.21	Not captured	Not captured	Not captured	N/A	Related to performance agreement and business Outcomes
Total expenditure for Learning and Development 1/7/12 to 30/9/12	\$127,860.24					

c)

Training Data for 2011-12 Financial Year (01/07/2011 – 30/06/2012)

Please see comments under response above.

Type of Course	Total cost inc GST	Cost per participant (averaged)	Classification of participants	Number of Participants	Study Leave granted per participant by classification	Reason for study and how it is beneficial to the Agency
Contract/Procurement	\$10,114	\$919	APS4 - 4 APS5 - 1 APS6 - 2 EL1 - 4	11	N/A	Related to performance agreement and business Outcomes
Project Management	\$19,979.00	\$1,665	APS5 - 4 APS6 - 3 EL1 - 4 EL2 - 1	12	N/A	Related to performance agreement and business Outcomes
Leadership Development	\$209,155	\$2,614	APS4 - 1 APS6 - 6 EL1 - 43 EL2 - 30	80	N/A	Related to performance agreement and business Outcomes and building Leadership Capability
Communication/stakeholder Engagement	\$6,524	\$724	APS4 - 5 APS5 - 1 APS6 - 2 EL1 - 1	9	N/A	Related to performance agreement and business Outcomes
Financial Management	\$5,730	\$1790	EL1 - 2 EL2 - 1	3	N/A	Related to performance agreement and business Outcomes
Governance	\$4,538	\$1,134	APS6 - 3 EL1 - 1	4	N/A	Related to performance agreement and business Outcomes
Professional Development	\$18,904	\$729	APS1 - 1 APS4 - 2 APS5 - 8 APS6 - 9 EL1 - 2 EL2 - 4	26	N/A	Related to performance agreement and business Outcomes
Human Resources	\$9,027	\$820	APS6 - 4 EL1 - 5 EL2 - 2	11	N/A	Related to performance agreement and business Outcomes

Technical (ICT)	\$192,136	\$1,104	APS4 – 16 APS5 – 26 APS6 -38 EL1 – 80 EL2 - 16	174	N/A	Related to performance agreement and business Outcomes
Executive Coaching	\$11,814	\$3,938	EL2 – 2 SES - 1	3	N/A	Professional Development
Code/Ethics/WHS /Fraud	\$1,740	\$217	APS5 - 6 APS6 - 2	8	N/A	Governance
Corporate Awareness Training	\$23,100	\$251	APS1 - 1 APS3 - 1 APS4 - 16 APS5- 7 APS6 - 19 EL1 - 35 EL2 - 12 CEO - 1	92	N/A	Corporate compliance
Selection Advisory Committee Training	\$13,904	\$158	APS4 - 6 APS5 - 11 APS6 - 23 EL1 - 41 EL2 - 7	88	N/A	Corporate compliance
First Aid/HSR	\$1,806	\$301	APR4 - 3 APS6 - 2 EL1 - 1	6	N/A	Corporate compliance
Other non-specified training	\$14,042	Not captured	Not captured	Not captured	N/A	Related to performance agreement and business Outcomes
TOTAL	\$542,514					

Tertiary Studies (Study Fees Payments)	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
Human Resources	\$3,100	\$1,550	APS5 - 2	2	Yes, unable to report hours	Career/Professional Development
IT	\$839	\$839	EL1 - 1	1	Yes, unable to report	Career /professional Development
Project Management	\$3,067	\$1,533	APS6 – 1 EL1 - 1	2	Yes, unable to report	Career /professional Development

Accountancy	\$4,291	\$2,145	APS6 – 1 EL2 - 1	2	Yes, unable to report	Career /professional Development
TOTAL	\$11,298	\$1,614	APS5 - 2 APS6 - 2 EL1 - 2 EL2 - 1	7		
Total expenditure for Learning and Development to 1/07/2011 to 30/06/2012	\$553,813					

Family Court of Australia

a)No

b) The Court does not have the resources to detail each training course by participant, however the total education expenses Jul to Sept 2012 were \$25,881 (GST Exclusive).

c) The Court does not have the resources to detail each training course by participant, however the total education expenses for 2011-12 was \$240,738 (GST Exclusive).

Federal Court of Australia

a) No.

b)

Training Data for FYTD (1/07/2012/30/09/2012)

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
Study Assistance - . Type of Study – Mostly undergraduate and post-graduate legal studies.	\$14,371	\$1,596	1 x APS 3 2 x APS 4 3 x APS 6 2 x EL 1 1 x EL2 positions	9	Average Study Leave Granted 2hours per subject per week	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.
Training	\$5,548	\$231	12 x EL 2 1 x EL 1 APS 6 x 4 APS 5 x 4 APS 4 x 3	24	Nil	Dispute Resolution Accreditation, Harassment Contact Officer Training

c)

Training Data for 2011-12 Financial Year (01/07/2011 – 30/06/2012)

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
Study Assistance - . Type of Study – Mostly undergraduate and post-graduate legal studies.	\$45,964	\$3,536	APS 4 positions – 3 APS 6 positions – 4 EL 1 positions – 3 EL2 positions – 3	13	Average Study Leave Granted 2hours per subject per week	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.

Training	\$54,564	Data unavailable see below	Data unavailable see below	Data unavailable see below	Data unavailable see below	Data unavailable see below
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** The data for 2011 - 2012 was provided on a cost by session basis because a participant is not available.

The figures are \$54,564.30, No of sessions 44, Average cost per session \$1,240.10. Sessions are sorted into APS Group

IT 16 sessions, Finance 4 sessions, Legal 7 sessions, Operational 17 sessions.

Federal Magistrates Court of Australia

- a) No.
- b) The Court does not have the resources to detail each training course by participant, however the total education expenses for Jul to Sept were \$33,315 (GST Exclusive).
- c) The Court does not have the resources to detail each training course by participant, however the total education expenses for 2011-12 was \$38,925 (GST Exclusive).

National Native Title Tribunal

- a) No.
- b)

Training Data for FYTD (1/07/2012/30/09/2012)

Type of Course	Total cost (GST exclusive)	Cost per participant (GST exclusive)	Classification of participants	Number of participants	Study Leave granted per participant	Reason for study and how it is beneficial to the Department / Agency
Commonwealth Health & Safety Training	\$800	\$800	APSL 4	1	37.5 hours	Mandatory compliance training.
Coaching Consultation	\$562	\$562	EL 2	1	1.5 hours	Executive Coaching and Leadership training; See QON 101.

Restorative Justice	\$913	\$913	APSL 6	1	8.5 hours	This course is a prerequisite to a study unit to be undertaken at Griffith University relating to conflict resolution. The aim of this form of sponsorship is to support employees/officers in gaining tertiary or furthering or enhancing existing educational qualifications. This further education can help employees/officers to acquire the broader conceptual, research, analytical and communication skills which in turn facilitate the NNTT's ability to meet its outputs and strategic plan.
Tertiary Studies (Study Fee Payments) - Graduate Diploma of Legal Practice	\$1,940	\$1,940	APSL 6	1	112.5 hours (one off 6 months course only)	
Tertiary Studies (Study Fee Payments) - Bachelor of Behavioural Science	\$1,768	\$1,768	APSL 6	1	48.5 hours	
Tertiary Studies (HECS Payments) - Masters of Law	\$750	\$750	EL 1	1	57 hours	
Tertiary Studies (HECS Payments) - Bachelor of Law	\$366	\$366	APSL 4	1	28 hours	

c)

Training Data for 2011-12 Financial Year (01/07/2011 – 30/06/2012)

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
In house - Protective Security	Nil paid as delivered by internal resources	N/A	All NNTT employees	150	3.5 hour session per person (total : 525 hours)	Mandatory compliance training
In house - Work and Safety	Nil paid as delivered by internal resource	N/A	All NNTT employees	150	1.45 session per person (total :217 hours)	Mandatory compliance training
In house - Proteus Leadership Centres	\$14,700	\$216.00	(APSL 6 – EL2 & SES)	68	4 hours per person (total : 272 hours)	Executive Coaching and Leadership Training: (see QoN 136)

)	
First Aid Course	\$347	\$173.50	APS 4 and EL1	2	15 hours	Mandatory compliance training
National Archives - Records Management Training	\$300	\$300	APS 2	1	7.5 hours	Training related to compliance ie records management
Mediation Workshop	\$7033	\$1785.00	APS 6	4	37 hours 30 mins	This training assists employees to gain the enhanced skill developments to carry out the Tribunal's functions.
Tertiary Studies (Study fee payments) - CPA Program	\$392.50	\$392.50	EL1	1	37 hours 30 mins	The aim of this form of sponsorship is to support employees/officers in gaining tertiary or furthering or enhancing existing educational qualifications. This further education can help employees/officers to acquire the broader conceptual, research, analytical and communication skills which in turn facilitate the NNTT's ability to meet its outputs and strategic plan
Tertiary Studies (Study fee payments) - Chartered Accountant Program	\$318.86	\$318.86	APS5	1	36 hours	
Tertiary Studies (Study fee payments) - Graduate Diploma in Dispute Resolution	\$420.00	\$420.00	APS6	1	60 hours	
Tertiary Studies (Study fee payments) – LAWS 3336 Negotiation and Mediation (UWA UG/PG unit)	\$1,476.00	\$1,476.00	Statutory Holder	1	40 hours	Enhance the office-holder's negotiation and mediation skills which are necessary in the agency's operating environment.
Tertiary Studies (HeCs) - Graduate Diploma of Law	\$675.00	\$675.00	APS6	1	36 hours	The aim of this form of sponsorship is to support employees/officers in gaining tertiary or furthering or enhancing existing educational qualifications. This further education can help employees/officers to acquire the broader conceptual, research, analytical and communication skills which in turn facilitate the NNTT's ability to meet its outputs and
Tertiary Studies (HeCs) Bachelor of Laws	\$498.35	\$498.35	APS4	1	42 hours	
Tertiary Studies	\$1,135.00	\$1,135.00	APS4	1	96 hours	

(Hecs) Associate Degree Business Administration (ATSI Studies)						strategic plan
Tertiary Studies (Hecs) Bachelor of Business – Organisational Behaviour	\$283.75	\$283.75	APS4	1	72 hours	
Tertiary Studies (Hecs) Bachelor of Behavioural Science	\$1499.45	\$1499.45	APS2	1	45 hours 30 mins	
Bachelor of Media	\$1,088.00	\$1,088.00	APS4	1	120 hours	This Award assists Indigenous employees to undertake a program of study in order to increase their expertise and efficiency by gaining career skills and qualifications appropriate to the NNTT.

Office of the Australian Information Commissioner

a)No.

b)

Training Data for FYTD (1/07/2012/30/09/2012)

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
In House Courses						
Nil	N/A	N/A	N/A	N/A	N/A	

Employee Studies Assistance						
Masters in Juris Doctor	\$2,120	\$2,120	EL 2	1	7 Days	OAIC staff member is required to read and interpret law
Juris Doctor	Nil	Nil	APS 5	1	21.55 Hours	OAIC staff member is required to read and interpret law
Master of Arts	\$1000	\$1000	APS 6	1	2 Days	High level analysis and research skills acquired through studies of direct relevant to the investigative function of the office
Bachelor of Laws	\$2000	\$1000	EL 1 EL 2	2	3 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		APS 5	1	Nil	Training relevant for staff member responsible for redevelopment of EDRMS
Advanced Diploma in Record keeping	Nil	Nil	EL 1	1	3 Days	Training relevant for staff member responsible for redevelopment of EDRMS
Total	\$5,884				18.6 Days	

c)

Training Data for 2011-12 Financial Year (01/07/2011 – 30/06/2012)

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
In House Courses						
Giving Effective Feedback	\$8640	\$508	EL 2 x 3 EL 1 x 10 APS 6 x 4	17	N/A	OAIC managers are required to provide feedback to staff
A Manager's WHS Responsibilities	\$4000	\$200	All EL 1 and 2 Staff	20	N/A	Australian Government has introduced new WHS requirements

Administrative Power and the Law	\$11,476	\$546	APS 6 x 12 APS 5 x 6 APS 4 x 3	21	N/A	Staff are required to consider administrative law principles in the course of their employment
Administrative Power and the Law	\$16,433	\$1,027	EL 2 x 2 EL 1 x 3 APS 6 x 8 APS 5 x 1 APS 4 x 2	16	N/A	Staff are required to consider administrative law principles in the course of their employment
Social Media Training	\$4,000	\$500	EL 2 x 1 EL 1 x 4 APS 5 x 3	8	N/A	Communications staff are required to maintain and engage with the OAIC's social media platforms
Managing Patient Confidentiality & Information Governance	\$1,795	\$359	EL 2 x 2 EL 1 x 1 APS 6 x 2	5	N/A	Staff are required to have an understanding of these concepts for ehealth compliance
Employee Studies Assistance						
Masters in Juris Doctor	\$9,172	\$9,172	EL2	1	4 Days	OAIC staff member is required to read and interpret law
Master of Laws	\$500	\$250	EL 1 APS 6	2	5 Days 6 Days	OAIC staff member is required to read and interpret law
Master of Arts	\$1000	\$1000	APS 6	1	2 Days	High level analysis and research skills acquired through studies of direct relevant to the investigative function of the office
Bachelor of Laws	\$2000	\$1000	EL 1 EL 2	2	5 Days Nil	OAIC staff members are required to read and interpret law
Master of Public Policy	\$1000	\$500	APS 6	2	1 Day	High level analysis and research skills acquired through studies of direct relevant to the investigative function of the office
Juris Doctor	\$500	\$500	APS 5	1	Nil	OAIC staff member is required to read and interpret law
Bachelor of Business	Nil	Nil	APS 6	1	3 Day	High level analysis and research skills required

Bachelor of Arts	Nil	Nil	APS 5	1	1 Day	High level analysis and research skills required
Advance Diploma in Record keeping	Nil	Nil	EL 1	1	4 Days	Training relevant for staff member responsible for redevelopment of EDRMS
TOTAL	\$60,516				31 Days	

Office of the Commonwealth Director of Public Prosecutions

a)No

b)

Training Data for FYTD (1/07/2012/30/09/2012)

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
Advocacy Training	\$3,508	\$109 (average)	APS 4 (LO 1) – APS 6 (LO 2)	32		Legal skills development
Fire and emergency response training	\$1,139	\$28(average)	APS 5 – EL 2	40		Requirement for members of the Emergency Management Committee
Tertiary Studies	\$4,021	\$251 (average)	APS 3 – EL 2	16	APS 1-6 (or equivalent): 477.12 hours EL 1-2 (or equivalent): 68 hours	Tertiary study related to employment at the CDP
TOTAL	\$8,668			88	545.12	

c)

Training Data for 2011-12 Financial Year (01/07/2011 – 30/06/2012)

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
Advocacy Training	\$5,628	\$268 (average)	APS 4 (LO 1) – APS 6 (LO 2)	21		Legal skills development
People Smuggling in-house training	\$1,620	\$810 (average)	APS 4 (LO 1) – EL 2 (PLO)	4		Legal skills development
Work Health & Safety Act responsibility training	\$13,280	\$154 (average)	APS 5 – SES B2	86		Awareness of new WHS Act
Tertiary Studies	\$12,869	\$357 (average)	APS 3 – EL 2	36	APS 1-6 (or equivalent): 2020.61 hours EL 1-2 (or equivalent): 26 hours	Tertiary study related to employment at the CDPP
TOTAL	\$33,397			147	2046.61	