

Economics Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Industry, Innovation, Climate Change, Science, Research and Tertiary Education Portfolio
Budget Estimates Hearing 2013-14
3 and 4 June 2013

AGENCY/DEPARTMENT: DEPARTMENT OF INDUSTRY, INNOVATION, CLIMATE CHANGE, SCIENCE, RESEARCH AND TERTIARY EDUCATION

TOPIC: Education expenses

REFERENCE: Written Question – Senator Bushby

QUESTION No.: BI-137

1. What are the department/agency's guidelines on study?
2. 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

Please refer to SI-170 and A1-138 for the period of 1 July 2012 to 31 January 2013. Education expenses for each portfolio agency for the period 1 February 2013 to 31 May 2013 is detailed below.

The Clean Energy Regulator and the Climate Change Authority's education expenses for the period 1 July 2012 to 28 February 2013 are provided in Question No. 131 and 172 provided to the Environment and Communications Legislation Committee from the 2012-13 Additional Estimates. For the period of 1 March 2013 to 31 May 2013 figures are also provided below.

DEPARTMENT OF INDUSTRY, INNOVATION, CLIMATE CHANGE, SCIENCE, RESEARCH AND TERTIARY EDUCATION

1. Detail of the departments guidelines on study can be found in the One Innovation Enterprise Agreement 2011
<http://www.innovation.gov.au/AboutUs/CareerCentre/Documents/OneInnovationEnterpriseAgreement2011.pdf>
2. Support is provided for employees to undertake courses of study that will contribute to the improvement of their professional skills and knowledge relevant to their employment.

The Masters of Public Policy is approximately 40 days study part time over two years. The Cert IV in Government involves approximately 10 months on the job training. The Diploma in Project Management involves approximately a six day workshop and on the job assessments

over an eight month period. For all other study the department provides employees with up to eight hours of study leave per week.

Qualification	Course	Participants and classifications	Cost \$ (GST exclusive)
Master	Public Policy	15 x EL 1 3 x APS 6 1 x APS 5	120,878
Certificate	IV in Government	102 x Graduate APS	49,580
Diploma	Project Management	1 x EL2 12 x EL1 16 x APS 6	8,328
	Construction Practice	1 x APS5	600
	International Studies	1 x APS6	600
	Business Administration	3 x EL1 1 x EL2 2 x APS6	1800 600 1200
	Administrative Law	1 x EL1	600
	Bioethics	1 x APS6	600
	HR Management	2 x APS6 1 x EL1	1200 600
	International Relations	1 x APS3	600
	Education	1 x EL2	600
	Sustainability	1 x EL1	600
	Laws	1 x EL1 1 x APS5	600 600
	Marine Science Management	1 EL1	600
	IT Management	1 x EL2	600
	Juris Doctor	4 x APS6 1 x APS5 1 x APS4	2400 600 600
	Science Technical Chemical Analysis & Laboratory Management	1 x EL1	600
Certified Practising Accountant	Certified Practising Accountant (CPA) Program	1 x EL1 1 x APS4	600 600
Bachelor	Communications	1 x APS5	600
	Politics & International Relations	1 x APS4	600
	Business Administration	4 x APS4 1 x APS5	2400 600
	Commerce	3 x APS6 2 x APS5 1 x EL1	1800 1200 600
	Australian Politics & Public Policy	1 x APS5	600
	Science	5 x APS6	3000

	Arts	2 x APS5 1 x APS6	1200 600
	Education	1 x EL2 1 x APS4	600 600
	Laws	1 x APS6 1 x APS5	600 600
	Software Engineering	1 x EL2	600
	Behavioural Studies	1 x APS5	600
	Writing	1 x APS5	600
Graduate Certificate	Economic Policy	1 x APS5	600
Diploma	Commercial Arts	1 x EL1	600
	Languages	1 x EL1	600
	Business Management	1 x EL1	600
	Business Administration	1 x APS3	600
	Applied Fashion Design & Technologies	1 x APS4	600
Graduate Diploma	Business	1 x EL1	600
	Applied Science	1 x APS6	600
	Intellectual Property	1 x EL1	600
	Legal Practice	1 x APS6	600
	Competitive Law	2 x EL1	1200
	Quantative Finance	1 x APS6	600
	Chartered Accounting	2 x APS6	1200
Certificate 1V	Human Resources	1 x APS5	600
	Web Based Technologies	2 x APS6	1200
	Business Administration	1 x APS4	600
Certificate 111	Accounting	1 x APS5	600
Associate Degree	Indigenous Education	1 x APS3	600
Post Graduate Diploma	Applied Social Research	1 x EL1	600
Advanced Diploma	Nutritional Medicine	1 x APS6	600
	Journalism	1 x APS4	600
CFA	Chartered Financial Analyst	1 x APS6	600
	Professional Practice Core	1 x APS6	600
Sub Total			50,400
Total			229,186

AUSTRALIAN INSTITUTE OF ABORIGINAL AND TORRES STRAIT ISLANDER STUDIES

1. Please refer to AI-138.
2. Please refer to AI-138.

AUSTRALIAN INSTITUTE OF MARINE SCIENCE (AIMS)

1. Please refer to AI-138.
2. Support is provided for employees to undertake courses of study that will contribute to the improvement of their professional skills and knowledge relevance to their employment. Approval of major development programs such as MBA's is by AIMS' senior executive. Both MBAs include advanced training in areas relevant to AIMS activities and future needs. No study leave.

Qualification	Course	Participants and classifications	Cost \$ (GST exclusive)
MBA	Majoring in Maritime & Logistics Management	1 x AOL 5	Nil
MBA	Majoring in Dispute Resolution	1 x AOL 7	7,383
Total			7,383

AUSTRALIAN NUCLEAR SCIENCE AND TECHNOLOGY ORGANISATION (ANSTO)

1. Please refer to AI-138.
2. ANSTO has a 2-tiered educational program. There is operational/organisational/mandatory training that employees require to enable them to perform their current role and Study Support. Study Support is designed to provide assistance to eligible employees to undertake an approved course of study to enhance specific skills and knowledge to increase ANSTO's capacity to achieve its organisational goals. Study assistance is provided in the form of paid leave, unpaid leave, and/or reimbursement of course fees, textbooks and other approved expenses.

In-House Education

Course Name	No. of Courses	Participants	Estimated Cost \$ (GST exclusive)
Excel Intermediate	1	8	1,600
Project Management: Diploma	1	4	12,158
Excel Advanced	1	10	3,200
Word Intermediate	1	7	1,600
Business Writing Skills 1: The Basics	1	7	5,500
Apply First Aid	10	52	9,300
Confined Space Refresher	2	14	2,900
Dogman's (DG) Licence	2	2	3,700
Elevated Work Platform (WP) Ticket	1	1	895

Forklift (LF) Licence	1	1	500
Health & Safety Representatives	1	1	650
Remote Area First Aid	1	2	600
Safe Work at Heights	5	42	9,260
Safe Work in Confined Spaces	1	6	5,500
WHS Induction for Construction	4	7	1,330
WHS Risk Management	2	10	5,205
Total			63,898

Study Support

Qualification	Participants	Cost \$ (GST exclusive)
Bachelor of Engineering	1	1656
Grad Diploma in Property Investment & Development	1	6,860
Advanced Diploma of Engineering-Technical (Mechanical)	1	1,730
Bachelor of Electrical Engineering	1	1,187
Masters in Management	1	7,806
Masters of Business (Operations Management)	1	4,833
Grad Cert in Science	1	8,750
Masters in Business Admin	1	1,889
Bachelor of Security, Terrorism & Counter Terrorism	1	1,385
Bachelor of Information Studies	1	1,264
Total		37,360

AUSTRALIAN RESEARCH COUNCIL (ARC)

1. Please refer to AI-138.
- 2.

Qualification	Course	Participants and classifications	Cost \$ (GST exclusive)
Master's Degree	Information Technology	1 x EL 1	2,012
Total			2,012

All courses provide skills in research analysis and writing. These skills are beneficial to the ARC.

AUSTRALIAN SKILLS QUALITY AUTHORITY (ASQA)

1. Please refer to AI-138.

2.

Qualification	Course	Participants and classifications	Cost \$ (GST exclusive)	Study leave
Masters	Masters of Commerce	1 x EL 1	3,000	3 hours per week
Diploma	Diploma of Quality Auditing	1 x APS 5	1,500	2 hours per week
Masters	Masters Business Law	1 x APS 4	1,500	2 hours per week
Graduate Certificate	Policy Analysis	1 x EL 2	2,840	
Graduate Diploma	Legal Practice	1 x APS 5	1,150	8 hours per week
Certificate IV	Training and Assessment	1 x APS 4	2,300	2 hours per week
CPA Professional Level	Financial Reporting	1 x APS 4	915	2 hours per week
Masters	Masters of Public Policy	1 x APS 6	1,466	8 hours per week
Graduate Diploma	Applied Corporate Governance	1 x EL 1	1,500	3 hours per week
Masters	Law	1 x EL 1	960	7 hours per week
Bachelor	Arts - Sociology	1 x APS 5	Nil	2 hours per week
Certificate IV	Certificate IV in Investigations (Government)	3 x APS 6	2,970	3 Days
Total			20,101	

COMMONWEALTH SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANISATION (CSIRO)

1. Please refer to AI-138.

2. Please refer to AI-138.

IP AUSTRALIA

1. Please refer to AI-138.

2. Support is provided for employees to undertake courses of study that will contribute to the improvement of their professional skills and knowledge relevant to their employment.

IP Australia provides employees with a maximum of eight hours of study leave per week.

Qualification	Course	Participants and classifications	Cost \$ GST exclusive
Statement	Statement of French	1 x EL1	390
Certificate I	Certificate I in Mandarin	1 x Patent Examiner	387
Diploma	Diploma of Marketing	1 x APS6	339
Bachelor	Bachelor of Law	1 x Patent Examiner	1,310
Bachelor	Bachelor of Science	1 x APS4	1,452
Bachelor	Bachelor of Arts	1 x APS4-6 (TMD Examiner)	442
Bachelor	Bachelor of Graphic Design/Advertising Communications	1 x APS4	1,735
Masters	Masters of Intellectual Property	2 x Patent Examiner	6,615
Masters	Masters of International Law/Diplomacy	1 x EL1	1,385
Masters	Masters of Industrial Property	1 x Patent Examiner	2,887
Masters	Masters in Management	2 x Patent Examiner	7,121
Juris	Juris Doctor Program	1 x EL1, 1 x EL2	2,217
CPA	Ethics & Business Application	1 x APS6	711
Trade Marks Attorney Registration	Trade Marks Attorney Registration	1 x APS4-6 (TMD Examiner)	475
Total			27,466

TERTIARY EDUCATION QUALITY AND STANDARDS AUTHORITY (TEQSA)

1. Please refer to AI-138.

2.

Qualification	Course	Participants and classifications	Cost \$ (GST exclusive)
Degree	Bachelor of Arts	1 x APS 5	1,000
Master of Education	Education Research & Design & Methods	1 x EL 1	1,323
Diploma	HR Management	1 x APS 5	1,112
Total			3,435

CLEAN ENERGY REGULATOR (CER)

1. Clean Energy Regulator staff have access to studies assistance as outlined in their relevant enterprise agreement (either the Department of Climate Change and Energy Efficiency Enterprise Agreement 2011-2014 or the Office of the Renewable Energy Regulator Enterprise Agreement 2011-2014). These agreements are available on the Clean Energy Regulator's website: www.cleanenergyregulator.gov.au.

Consistent with the relevant Enterprise Agreements, the Clean Energy Regulator is committed to building staff capability through the provision of study assistance arrangements. Employees undertaking formal study, which is relevant to business requirements, may be eligible for reimbursement of course fees up to the cost of the course and/or study leave of up to 75 hours per semester. The amount of reimbursement and study hours is at the discretion of the delegate and dependent upon business needs and relevance of the course to the immediate work area or the needs of the agency.

2. For the Clean Energy Regulator's education expenses for the period 1 July 2012 to 28 February 2013 please refer to Question No. 131 provided to the Environment and Communications Legislation Committee from the 2012-13 Additional Estimates. The Clean Energy Regulator's financial records show a total of \$124,532 (GST exclusive) was expended on training and development activities for the period 1 March 2013 to 31 May 2013. The Clean Energy Regulator does not currently collect data on training and development centrally and is unable to provide a detailed breakdown.

CLIMATE CHANGE AUTHORITY (CCA)

1. The Climate Change Authority has an approved study assistance policy. The policy is designed to encourage and enable employees to pursue study options that are directly related to their work area or broader Climate Change Authority outputs.
2. The below tables outline the education expenses of the Climate Change Authority from the period 1 March 2013 to 31 May 2013, which were approved under the Authority's study assistance policy.

In-House Education

Course Name	Participants	Estimated Cost \$ (GST exclusive)
Microsoft Access course	(APS6) x 1	900
Writing course	(APS5) x 3 (APS6) x 6 (EL1) x 5 (EL2) x 4 (SES Band 1) x 3 (CEO) x 1	9,667
The Professional Executive Assistant	(APS 5) x 1	735
HR Practices Day	(EL2) x 1	289

SES Orientation	(SES Band 1) x 2	6,400
Excel Intermediate	(APS6) x 1	395
Resilient Leadership Program	(EL2) x 2	2,100
Total		20,486

Study Support

Qualification	Participants	Hours study leave
Masters of Environmental Management	(EL1) x 1	1 day