

Senate Committee: Education and Employment

**QUESTION ON NOTICE
Additional Estimates 2015 - 2016**

Outcome: Agency: ASQA

Department of Education and Training Question No. SQ16-000370

Senator Ludwig, Joe provided in writing.

ASQA: Procedure Manuals (Ministerial)

Question

1. Does the minister's office have a procedure manual for communication between the minister's office and the department? If yes, please provide a copy and:
2. When was the manual last updated?
3. Who is responsible for updating the manual?
4. Who is the manual distributed to?
5. Is anyone responsible for clearing communications before they are sent to the department?

Answer

The Australian Skills Quality Authority (ASQA) has provided the following response.

1. ASQA does not have a procedure manual for communication between the Minister's Office and the Authority. ASQA utilises the Parliamentary Document Management System for the formal transmittal and receipt of documentation between the Authority and the Department.
2. N/A
3. N/A
4. N/A
5. N/A