

Senate Finance and Public Administration Legislation Committee — Budget Estimates Hearing—May 2017

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Training Framework**

Question: **105**

Written: **Senator Kitching**

Date set by the committee for the return of answer: 7 July 2017

How is training and development offered, assessed and recorded?

Answer

Corporate learning and development within DPS is offered through the Corporate Training Calendar and is delivered in accordance with DPS' Learning and Development Framework.

Employees can book into corporate training programs through the Learning Management System (LMS). Course attendance is recorded through the LMS. At the conclusion of each program, feedback is obtained from course participants and instructors. A review is also conducted by HR Services and Strategy at the completion of each course to determine whether the learning and development objectives of the course have been met.

Employees and managers are also responsible for identifying learning and development requirements through the performance management process. Training can be arranged to meet employee needs, which is recorded on an employee's Individual Work Plan.