

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

Program All

Question No. 135

Senator Humphries asked the following question at the hearing on 23 May 2012:

Education expenses

What are the department/agency's guidelines on study? Please provide details.

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.

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

See table below.

Attorney-General's Department

The Attorney-General's Department policy and guidelines are set out in its Employee Relations Advice 'Study Assistance Policy & Guidelines'. The guidelines outline the Department's commitment to the professional development of its employees and the support staff may access to undertake vocational education at pre-tertiary, undergraduate and postgraduate level. Staff may apply for assistance including full or partial reimbursement of fees and costs as well as limited time off work to attend lectures, tutorials and examinations. Proposed study must have clear relevance to the priorities, core business responsibilities and operational requirements of the Department or, with discretion, the APS, with the expectation that undertaking study will improve the employees capacity to contribute to organisational performance.

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
Supports Strategic Direction	\$23, 040	\$108.67	EL2/PLO x 13 EL1/SLO x 58 APS 5-6 x 59 LO x 51 APS 4 x 17 APS 3 x 11 APS 1-2 x 3	212	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	\$20,185	\$144.17	SES x 2 EL2/PLO x 18 EL1/SLO x 30 APS 5-6 x 37 LO x 19 APS 4 x 21 APS 3 x 9 APS 1-2 x 4	140	Not applicable	
Supports Productive Working Relationships	\$55,611	\$463.45	SES x 3 EL2/PLO x 17 EL1/SLO x 57 APS 5-6 x 32	120	Not applicable	

			LO x 8 APS 4 x 3			
Displays Personal Drive & Integrity	\$12,286	\$74.91	SES x 8 EL2/PLO x 31 EL1/SLO x 52 APS 5-6 x 38 LO x 12 APS 4 x 10 APS 3 x 8 APS 1-2 x 5	164	Not applicable	
Communicates with Influence	\$37,394	\$304.00	EL2/PLO x 2 EL1/SLO x 21 APS 5-6 x 36 LO x 29 APS 4 x 20 APS 3 x 8 APS 1-2 x 7	123	Not applicable	
Microsoft 2007 Applications Training	\$9,500	\$215.90	EL2/PLO x 5 EL1/SLO x 9 APS 5-6 x 14 LO x 2 APS 4 x 8 APS 3 x 4 APS 1-2 x 2	44	Not applicable	
AGD Training Applications	Training is provided by in-house staff	Training is provided by in-house staff	SES x 3 EL2/PLO x 41 EL1/SLO x 126 APS 5-6 x 111 LO x 29 APS 4 x 117 APS 3 x 36 APS 1-2 x 23	486	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)	\$217,669.68	\$1,687.36*	Not available	129	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)	\$170,468.01	\$1,982.18*	Not available	86	Maximum 65 hours per semester	

* 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.

Administrative Appeals Tribunal

The agency's guidelines on study are set out in its Studies Assistance Scheme. The scheme supports staff to undertake vocational education at pre-tertiary, undergraduate and postgraduate level. Ongoing staff may apply for assistance which can include full or partial reimbursement of fees and costs as well as limited time off work to attend lectures, tutorials and examinations. Non-ongoing staff may apply in certain circumstances for limited time off work for study purposes.

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 Agency
Bachelor of Laws	\$2,356	\$2,356	APS6 x 1	1	30 hours	The Studies Assistance Scheme allows staff to develop their own capability, as well as that of the AAT, in areas relevant to the AAT's business responsibilities and operational requirements. The approved courses improve knowledge and skills in the following areas: financial management, general tribunal services, law, learning and development, protective security and technology services.
Bachelor of Technology	\$3,796	\$3,796	APS4 x 1	1	52 hours	
Certificate IV in Government (Court Services)	\$651	\$651	APS4 x 1	1	112 hours	
Certificate IV in Government (Security)	\$6,395	\$6,395	EL1 x 1	1	120 hours	
Certified Practising Accountant Program Professional Level	\$1,960	\$1,960	EL2 x 1	1	30 hours	
Diploma in Legal Studies	\$605.50	\$605.50	APS5 x 1	1	30 hours	
Graduate Diploma in E-Learning	\$1,088	\$1,088	APS4 x 1	1	66 hours	

Note: Costs include GST if payable.

Australian Commission for Law Enforcement Integrity

The Australian Commission for Law Enforcement Integrity's guidelines on study provide that study may be approved following consideration of the strategic and operational needs of the agency and the capabilities and skills required for current and future jobs.

In respect of study assistance, there are three categories. The first establishes status as an approved student and affords the base level of assistance and support. The second two categories provide avenues for higher levels of assistance to approved students having regard to the relevance and importance of the chosen course of study to ACLEI, their work area or personal/professional development needs and the ability of ACLEI to provide assistance. The three categories are:

- Category 1 – approval as a student
- Category 2 – approval of leave
- Category 3 – approval of financial assistance

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 for the department / agency
Bachelor of Asian Studies – ANU – University Course – 2 semesters	-	-	APS4	1	65hrs or 8.667 days (5hrs per week)	Access to staff development opportunities is granted on the basis that it will improve skills and knowledge and extend individual competence and organisational effectiveness in ACLEI or the broader APS.
Juris Doctor – ANU - University Course	2,750.00	2,750.00	EL1	1	60hrs or 8 days	
Diploma in Accounting - CIT Course	-	-	APS5	1	65hrs or 8.667 days (5hrs per week)	
Diploma in Accounting - CIT Course	-	-	APS5	1	45hrs or 6 days (per participant)	
Centre for Transnational Crime Prevention –	2,500.00	2,500.00	EL1	1	5 days or 37.5hrs (on-site residential)	

Integrity Studies (University of Wollongong)					component)
SES Breakfast Series	230.00	115.00	SES	2	Not applicable
Winning that SES job - Practical Insights	2,530.00	2,530.00	EL2	1	Not applicable
Short Course - AIPIO Intelligence 2011 Conference	-	-	EL1	1	Not applicable
Short Course - EXPAND Conference 2011	1,500.00	750.00	APS4	2	Not applicable
Short Course - Public Sector In-House Counsel Conference	2,304.50	2,304.50	EL2	1	Not applicable
Short Course - The Great Debate (Round 2)	300.00	150.00	SES	2	Not applicable
Short Course - Administrative Assistants Conference	299.00	299.00	APS4	1	Not applicable
Short Course - i2 Asia Pacific User Conference 2011	660.00	330.00	EL1 & APS4	2	Not applicable
Minute Taking Skills	635.00	635.00	APS4	1	Not applicable
Anti-Corruption Conference	8.828.00	1261.14	APS6, 2x EL1, 2x EL2, 2x SES	7	Not applicable

Anti-money Laundering Conference	2,400.00	1,200.00	APS5,EL1	2	Not applicable
Records and Information Management	300.00	300.00	EL1	1	Not applicable
Introduction to Sentencing	300.00	300.00	EL1	1	Not applicable
Company Directors Course	5,850.00	5,850.00	EL2	1	Not applicable
Twilight Networking Event	35.00	35.00	SES	1	Not applicable
Sharepoint 2010 Content Manager	748.00	748.00	EL1	1	Not applicable
Sharepoint 2010 Site Administrator	748.00	748.00	EL1	1	Not applicable
Sharepoint 2010 Information Worker	748.00	748.00	EL1	1	Not applicable
Inter-Agency Integrity Investigators Program	-	-	EL2, EL1	2	Not applicable
Law Society Pick'n'Mix	264.00	132.00	EL2	2	Not applicable
Senior First Aid	1,190.00	170.00	1x APS5, 3x APS6, 2 x EL1, 1 x EL2	7	Not applicable
Indigenous Cultural Awareness Training	1,540.00	110.00	All staff	14	Not applicable
LAFIA Pacific	25,750.00	25,750.00		1	Not applicable

Program			SES		
Essentials for Government Lawyer	2,250.00	2,250.00	EL1	1	Not applicable
Government Lawyers Afternoon	200.00	100.00	EL1 & SES	2	Not applicable
Essentials of Anti-corruption	-	-	EL1	1	Not applicable
Foundations of Leadership	530.00	530.00	APS5	1	Not applicable
Building Resilience	100.00	100.00	APS4	1	Not applicable
Supportive Leadership	250.00	250.00	EL1	1	Not applicable
Developing Records Authority	300.00	300.00	EL1	1	Not applicable

Australian Crime Commission

a) The Australian Crime Commission recognises the need for employees to develop their skills and knowledge through participation in formal tertiary studies of relevance to the ACC. Tertiary Study Support is provided as per the ACC Enterprise Agreement 2011-2014, and is detailed in the agency's Tertiary Study Support Guidelines. Tertiary Study Support is applicable to courses resulting in a qualification at Diploma level or higher, and is available to all ACC ongoing employees and can be considered for ACC non-ongoing employees and Secondees. Staff may apply for assistance including full or partial reimbursement of fees and costs as well as limited time off work to attend scheduled lectures, tutorials and examinations. Eligibility for support is prioritised and approved by considering relevance of the study to the ACC Strategic Plan and relevance to the capability required in the applicants job family, function and role.

b)

Type of Course	Total cost <i>* refers to external training costs</i>	Average cost per participant <i>** internal training has no direct costs</i>	Classification of participants	Number of Participants	Study Leave granted per participant by classification	Reason for study and how it is beneficial to the Agency
Business Skills	\$15,267* Incl GST	\$954	not recorded	3 - internal 16 - external	not applicable	Enhance core business skill- increase efficiency
Coaching	\$4,421* Incl GST	\$442	not recorded	13 - internal 10 - external	not applicable	Enhance leadership skills
Compliance Courses	\$10,600* Incl GST	\$1767	not recorded	342 - internal 6 - external	not applicable	Ensure compliance with legislation and Govt requirements
Conferences & Forums	\$26,582* Incl GST	\$492	not recorded	54 - external	not applicable	Enhance skills related to various disciplines
Finance Specific Capability	\$7,910* Incl GST	\$1,130	not recorded	7 - external	not applicable	Enhance financial skills

Type of Course	Total cost <i>* refers to external training costs</i>	Average cost per participant <i>** internal training has no direct costs</i>	Classification of participants	Number of Participants	Study Leave granted per participant by classification	Reason for study and how it is beneficial to the Agency
ICT Specific Capability	\$60,414* Incl GST	\$4,315	not recorded	36 – internal 14 - external	not applicable	Build ICT capability
Induction & Culture	\$0** (internal cost)	\$0**	not recorded	144 - internal	not applicable	Core component of training for all staff
Intelligence Development	\$8,008* Incl GST	\$138	not recorded	58 - external	not applicable	Enhance agency core capability
Leadership & Management	\$135,158* Incl GST	\$4,661	not recorded	29 - external	not applicable	Enhance leadership and management capability for managers
Legal Specific Capability	\$14,670* Incl GST	\$917	not recorded	14 – internal 16 - external	not applicable	Enhance agency core capability
Professional Memberships	\$30,372* Incl GST	\$759	not recorded	40 - external	not applicable	Essential for agency professionals
National Security College	\$63,380* Incl GST	\$5,762	not recorded	11 - external	not applicable	Enhance agency core capability
Job Specific Capability	\$91,350* Incl GST	\$905	not recorded	210 - internal 101 - external	not applicable	Enhance agency core capability
Workplace Health & Safety	\$13,345* Incl GST	\$178	not recorded	422 - internal 75 - external	not applicable	Core component of training for all staff

Type of Course	Total cost <i>* refers to external training costs</i>	Average cost per participant <i>** internal training has no direct costs</i>	Classification of participants	Number of Participants	Study Leave granted per participant by classification	Reason for study and how it is beneficial to the Agency
Tertiary Study Support	\$61,596* excl GST	\$1,120	not recorded	54 - external	not applicable	Refer to table below for a further break down of Tertiary Study and required qualifications.
GRAND TOTAL	\$589,202*	\$1,144		1557 - internal 514 - external		

Further breakdown of tertiary study :

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
Tertiary Studies	\$84,076	Not available	EL2 x 11 EL1 x 20 APS6 x 15 APS5 x 11 APS4 x 8 APS3 x 6	71***	EL2 x 4 x 3 hours/week EL2 x 1 x 75 hours EL2 x 6 x NA EL1 x 12 x 3 hours/week EL1 x 8 x NA	Course directly relates to the functional work area of the participant or is of direct benefit to work performance and career development within the ACC.

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
					APS6 x 12 x 3 hours/week APS6 x 1 x 6 hours/week APS6 x 2 x NA APS5 x 6 x 3 hours/week APS5 x 3 x 6 hours/week APS5 x 2 x NA APS4 x 3 x 3 hours/week APS4 x 2 x 6 hours/week APS4 x 3 x NA APS3 x 6 x 3 hours/week	

***Note there is a discrepancy between number of staff participating in the Tertiary Study from the first table (54) and the second table (71). The reason for the difference is that of the 71 tertiary study qualifications being completed by ACC staff, 54 are receiving support as per guidelines described in **a)**, and 17 are completing qualifications fully funded by Learning and Development.

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 currently unavailable. As a result, we are *unable* to capture the following:

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

a) Customs and Border Protection adhere to a number of Policy and Guideline documents including but not limited to:

- Learning and Development Strategy 2011
- Leadership and Management Development Strategy 2010 – 2015
- Studies Assistance Instruction and Guidelines 2010

Training Data for FYTD (1/07/2011 - 30/04/2012)

Type of Course	Program	Total cost	Average 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
Corporate Leadership and Management Programs	Results Through People	\$68,295	\$1,366	CL2 - 0 CL3 - 27 CL4 - 19 CL5 - 4 SES -0	50 ⁽ It has been discovered that the data reported as at 29 February 2012 in QoN 68 was inaccurate. The data reported here has been amended.)	N/A	Knowledge and skill development – personal effectiveness and leadership
	Listen Respect Lead	\$487,305 NOTE:**This cost includes both program development and delivery	\$383	CL1 - 73 CL2 - 353 CL3 - 469 CL4 - 259 CL5 - 86 SES – 33 NOTE:** these numbers are calculated up to 7 May 2012.	1273 NOTE:** these numbers are calculated up to 7 May 2012.	N/A	Knowledge and skill development – personal effectiveness, staff engagement and leadership
	Building Management and Leadership	\$109,720	\$2,743	CL4 X 40	40	N/A	Knowledge and skill development – leadership

	From Management to Leadership	\$56,576	\$4,041	CL5 X 14	14	N/A	Knowledge and skill development – leadership
	National Security College Programs	\$122,800	\$6822	CL3 - 3 CL4 - 7 CL5 - 7 SES - 1	18	N/A	Knowledge and skill development – in the context of national security community and national security leadership
	Leadership Program Jeff Whalan	\$89,870	\$12,839	7 SES staff targeted to attend	7	N/A	Knowledge and skill development – leadership
	ANZSOG EMPA (Director)	\$40,000	\$40,000	1 SES staff targeted to attend	1	N/A	Knowledge and skill development – leadership
	SES leadership Development Programs – various	\$29,540	\$1,738	17 – SES band level 1-3	17	N/A	Knowledge and skill development – leadership

Customs Trainee Training	Trainees	\$4.725 million (this cost includes salaries and all oncosts for Trainees during the 6 month training course).	\$45,000	105 trainees	105	N/A	Core/Job specific (Passengers/Cargo Divisions)
Registered Training Organisation qualifications	Cert III in Government	unknown	unknown	unknown	22	N/A	Job specific
	Cert IV in Government	unknown	unknown	unknown	17	N/A	Job specific
	Diploma in Government	unknown	unknown	unknown	14	N/A	Job specific
	Statement of Attainment (SOA) for units towards full qualifications listed above	unknown	unknown	unknown	123	N/A	Job specific
Other Staff Development Programs or opportunities - Tertiary Studies (Study Fees Payments)	Studies Assistance Scheme: Study programs initiated by staff for personal and professional	\$222,159		Tier 1 CL1 - 40 CL2 - 56 CL3 - 33 CL4 - 20 CL5 - 4 SES - 0	TOTAL FYTD 222: 95= Semester 2, 2011 25 = Summer School 2011/12 102 =Semester	Average amount of study leave approved per person 30.9 hrs.	Various

	development/ approved and supported by the Organisation: TAFE courses, undergraduate and post graduate studies at University level in a variety of disciplines Tier 1 = partially financially supported Tier 2 = fully financially supported			Tier 2 CL1 - 1 CL2 - 10 CL3 - 15 CL4 - 5 CL5 - 1 SES - 0	1, 2012 Tier 1 = 153 Tier 2 = 32		
	Graduate Development Program	2011 grads (training July – Nov 2011) \$ 80,750 2012 grads (training Mar – 30 April 2012) \$ 28,250 Total \$109,000	2011 average = \$4,250 per graduate 2012 average = \$911.00 per graduate	2011= 19 graduate trainees 2012 = 31 graduate trainees **Graduates are employed on a calendar year.	2011 = 19 graduates 2012 = 31 graduates **Graduates are employed on a calendar year.	N/A	Diploma of Government Diploma of Intelligence Analysis

Australian Federal Police

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

AGS has a studies assistance program to support employees who choose to pursue studies in their own time. AGS's has guidelines in place that set out AGS's administrative approach to managing studies assistance to ensure that:

- all applications are treated equitably and consistently
- AGS's business interests and operational needs are appropriately addressed
- financial considerations are met
- the development needs of people in AGS are appropriately supported.

AGS records show expenditure of approximately \$262,000 for the 2011-12 financial year to 30 April 2012. This amount relates to all external expenditure by AGS for education across a wide range of activities including in-house and external courses, training, coaching, executive coaching and leadership, seminars and conferences and HECS reimbursement. (It does not include internal costs of in-house activities or administrative costs.) It is not practical for AGS to provide further details having regard to the records kept and AGS's role as a government business enterprise.

Australian Human Rights Commission

The department/agency's guidelines on study are that 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. The Commission's studies assistance policy provides for up to 5 hours of study leave per week may be granted to attend tuition such as lectures and tutorials (part-time staff will be granted a pro rata amount) where courses cannot be arranged outside normal working hours. Up to 5 days leave per academic year may be granted for other study activities depending on study leave already granted and the number of subjects being studied. Approval to take this leave will be dependent on operational requirements. Approved students may apply for financial assistance of up to \$500 per completed subject per semester to a maximum of \$1000 per semester (i.e. \$2000 per year). This is payable on the successful completion of the subject and is intended to reimburse approved students for some of their course fees and other associated costs.

Type of Course	Total cost excl GST)	Cost per participant excl GST)	Classification of participants Classification x number	Number of Participants	Study Leave granted per participant by classification	Reason for study and how it is beneficial to the Agency
Microsoft Word Training	\$1485	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	\$1320	\$132		10	NA	Updating staff awareness for changes to FOI and Privacy legislation.
Professional Mentoring	\$1605	1605	1 x APS 4	1	NA	
Training in Social Media	\$2750	97	Unable to determine	85	NA	Available to all staff as part of ongoing internal training.
Aboriginal and Torres Strait Islander Cultural Competence	\$1360	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.
Tertiary Studies (Study Fees Payments)	\$6000	667	EL 2 x 2 EL 1 x 2 APS 6 x 4 APS 4 x 1	9	EL 2 x 2 44 hours EL 1 x 2 47 hours APS 6 x 3 59 hours	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.

Australian Institute of Criminology

The department/agency's guidelines on study are that it must directly related to the employees position and have benefit to the organisation.

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 for the department / agency
Masters			2	APS5, EL1	10 days	Courses are relevant to the duties of the employees and work conducted by the AIC, enhancing the employee's knowledge and expertise to undertake AIC work.
PhD			1	APS6	6 weeks	

Australian Law Reform Commission

The ALRC's guidelines on study are outlined in the *Australian Law Reform Commission Enterprise Agreement 2011–2014* as follows:

Study Leave

43.1 The ALRC encourages the professional development of its employees. All ongoing employees (full-time and part-time) can apply for study leave.

43.2 Study assistance provided by the ALRC is in the form of granting up to five days unpaid leave per academic year (part-time staff will be granted a pro rata amount) to facilitate an employee's study, for example, to attend:

- lectures and tutorials;
- practical and field work;
- residential seminars;
- research/thesis writing;
- exam study or attendance

43.3 All study leave is discretionary and will be decided by the President. The following factors will be considered in assessing an application for study leave:

- the operational priorities and needs of the ALRC;
- relevance to current work responsibilities;
- career development needs of the individual.

43.4 If an employee requires more than five days per academic year, then further leave without pay may be considered by the President, at the request of the employee. In making a decision about the granting of further unpaid study leave, the President will have regard to the points made in clause 43.3.

43.5 In applying for study leave, employees must provide written documentation of their enrolment in a course of study and if relevant, assessment or examination timetable.

43.6 Non ongoing employees can apply for study leave. For non-ongoing employees, the President will take into account in deciding on whether or not to approve any study leave the benefit of the study to the employee's position and/or to the ALRC's work, the amount of time involved and the remaining length of the employee's employment.

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
Fraud Training	\$5038 excl GST)	\$297 excl GST)	SES 3 x 1 SES 2 x 1 SES 1 x 1 EL2 x 1 EL1 x 5 APS 6 x 2 APS 5 x 2 APS 3 x 3	16	Not Applicable	The ALRC undertakes Fraud training on an annual basis for governance purposes.
Indigenous Cross Cultural training	\$5038 excl GST)	\$82.50 excl GST)	SES 3 x 1 SES 2 x 1 SES 1 x 1 EL2 x 1 EL1 x 5 APS 6 x 2	16	Not Applicable	Undertaking Indigenous cross cultural training is identified as a priority in the ALRC's Reconciliation Action Plan to assist us to better consult with Indigenous communities and to involve Indigenous people in the work of the

			APS 5 x 2 APS 3 x 3			ALRC.
Legal Writing	\$1000 excl GST)	\$77	13		Not Applicable	Quality writing is essential to the work of the ALRC. This training was as professional development of our legal officers to foster a clear, concise and consistent writing style.
Tertiary Studies (HECS Payments)						NIL
Tertiary Studies (Study Fees Payments)						NIL

Australian Security Intelligence Organisation

The aim of the Organisation's study support program is to encourage continuing education and competency development relevant to the capability requirements of the organisation. It is intended to assist staff members with a genuine willingness to commit their own time and funds to successfully complete a course of study.

Key guidelines of the Study Support program include:

- Eligibility - full-time, part-time ongoing staff members as well as non-ongoing staff members who will be employed by the organisation for a period of 12 months or more.
- Category - **One** – direct relevance to the role of the staff member (covers 100% of costs)
Two – broad relevance to the work of the Organisation (covers 50% of costs)
Three – an assessable course (covers 25% of costs)
- Study Leave entitlements – up to 60 hours per semester at line manager's discretion.

Type of Course	Total cost	Cost per participant	Number of Participants	Classification of participants	Study Leave granted per participant by classification	Reason for study and how it is beneficial for the department / agency
Corporate training (e.g. contract management, national intelligence courses, induction training, writing courses, etc)	\$523,380 (excl GST)	\$337 (excl GST)	1554	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	\$131,042 (incl GST)	\$949 (incl GST)	Total number 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 – long term development	\$103,461 (excl GST)	\$ 7,959 (excl GST)	Total number 13		Up to 12 months study leave	
Language skills development	\$248,869 (excl GST)	\$13,098 (excl GST)	Total number 19			

AUSTRAC (Australian Transaction Reports and Analysis Centre)

The department/agency's guidelines on study are:

The Australian Transaction Reports and Analysis Centre (AUSTRAC) provides training through a combination of in-house and external courses, conferences, workshops and seminars in order to meet business objectives or individual employee development goals linked to business objectives.

AUSTRAC has categorised these as:

- Corporate business
- Employee development
- Financial development
- Information technology
- Intelligence
- Legal
- Supervision

In these categories the employee's attendance constitutes part of the performance of their job and the granting of study leave does not apply in these categories.

AUSTRAC is committed to the development of its employees, and recognises that the agency and individuals benefit from specific training. This commitment is reflected in the AUSTRAC Collective Agreement 2008-2011 that was in effect for the period of this inquiry.

AUSTRAC also supports its employees' career satisfaction through its studies assistance scheme. It implemented the studies assistance scheme policy in accordance with the collective agreement with the aim to enhance employee knowledge and capabilities. AUSTRAC's recognition of the role of learning and development for career satisfaction and the achievement of the agency's objectives continues in the current AUSTRAC Enterprise Agreement 2012-2014 Part D Career Satisfaction.

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
Corporate business	23,376	667	All classifications in corporate functions	35	N/A	Supports corporate functions or obligations, e.g. HR training, WHS, security, etc.
Employee development:	45,318	85	All classifications of AUSTRAC employees	535	N/A	Courses, conferences, seminars & workshops aimed at meeting individuals' identified development needs
Financial development:	1,650	412	All classifications in financial management function	4	N/A	Supports the financial management function
Information Technology:	82,240	1713	All classifications and contractors in information technology function	48	N/A	Supports the information technology function
Intelligence:	5,947	743	All classifications in Intelligence function	8	N/A	Supports AUSTRAC's financial intelligence function
Legal:	4,537	181	All classifications in Legal function	25	N/A	Courses, conferences, seminars & workshops aimed at meeting individual legal practitioners' identified and/or obligatory development needs
Supervision	42,026	2,472	All	17	N/A	Supports AUSTRAC's AML/CTF

			classifications in Supervision function			regulator function
Subtotal of business training	205,094					
AUSTRAC Studies Assistance Scheme	79,479.00		APS4- 4	73	APS4 – 43hrs (avg.)	AUSTRAC supports employees’ career development through a studies assistance scheme. The support includes paid study leave and a financial reimbursement of course fees, registration/enrolment fees and prescribed textbooks. The financial reimbursement for study that is directly relevant to the employee’s current role in AUSTRAC (Tier 1) is up to a maximum of \$4,000 per annum. The financial reimbursement for study that is relevant to AUSTRAC (Tier 2) is up to a maximum of \$2,000 per annum.
			APS5- 20		APS5 – 26hrs (avg.)	
			APS6- 25		APS6 – 52hrs (avg.)	
			EL1- 20		EL1 – 41hrs (avg.)	
			EL2- 4		EL2 – 45hrs (avg.)	

CrimTrac Agency

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. Employees are eligible for study leave and financial assistance (study allowance).

CrimTrac's capability framework describes the capabilities and behaviours that are required by our people to deliver CrimTrac programs and services. These capabilities are represented in the framework by the Accountable, Innovative, Responsive and Collaborative capabilities.

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
Contract/Procurement	8,869.00	886.50	APS4 - 3, APS5 - 1, APS6 - 2, EL1 - 4	10	NA	Related to performance agreement and business Outcomes
Project management	19,979.00	1,665.00	APS5 - 4, APS6 - 3, EL1 - 4, EL2 - 1	12	NA	Related to performance agreement and business Outcomes
Leadership/Strategy	27,960.00	1,553.35	APS5 - 2, APS6 - 5, EL1 - 10, EL2 - 1	18	NA	Related to performance agreement and business Outcomes
Communication/stakeholder Engagement	5,210.00	578.90	APS4 - 5, APS5 - 1, APS6 - 2, EL1 - 1	9	NA	Related to performance agreement and business Outcomes
Financial Management	2,810.00	936.70	EL1 - 2, EL2 - 1	3	NA	Related to performance agreement and business Outcomes
Governance	4,538.00	1,134.50	APS6 - 3, EL1 - 1	4	NA	Related to performance agreement and business Outcomes

Professional Development	7,474.00	415.20	APS1 - 1, APS4 - 2, APS5 - 6, APS6 - 6, EL1 - 2, EL2 - 1	18	NA	Related to performance agreement and business Outcomes
Human Resources	7,977.00	797.70	APS6 - 3, EL1 - 5, EL2 - 2	10	NA	Related to performance agreement and business Outcomes
Technical	161,880.65	4,375.00	APS4 - 14, APS5 - 19, APS6 - 31, EL1 - 64, EL2 - 10	138	NA	Related to performance agreement and business Outcomes
Coaching - AGIMO	10,410.00	5,205.00	EL1 - 2	2	NA	Professional Development
Code/Ethics/WHHS/Fraud	1,740.00	580.00	APS5 - 1, APS6 - 2	3	NA	Governance
Corporate Awareness Training	14,200.00	200.00	All classifications	71	NA	Corporate compliance
Selection Advisory Committee Training	13,904.00	158.00	All Classifications	88	NA	Corporate compliance
First Aid/HSR	1,356.00	271.20	APR4 - 2, APS5 - 1, APS6 - 2	5	NA	Corporate compliance
Leadership Development Program	171,820.00	5,054.00	EL1 - 18, EL2 - 16	34	NA	Leadership Capability
Executive Coaching	9,780.00	4,890.00	EL2 - 1, SES - 1	2	NA	Coaching
Tertiary Studies (Study						

Fees Payments)						
Human Resources	3,100.00	1,550.00	APS5 - 2	2	Yes, unable to report hours	Career/Professional Development
IT	839.45	839.45	EL1 - 1	1	Yes, unable to report	Career /professional Development
Project Management	3067.65	1533.85	APS6 - 1, EL1 - 1	2	Yes, unable to report	Career /professional Development
Accountancy	4291.65	2145.80	APS6 - 1, EL2 - 1	2	Yes, unable to report	Career /professional Development

Family Court of Australia

The Family Court of Australia's guidelines are set out in its 'Study Assistance Scheme Policy & Guidelines'. The guidelines outline the Court's commitment to development opportunities for employees to enhance their potential. The scheme offers discretionary assistance to employees to undertake courses of study which will enhance their ability to contribute to the achievement of the Family Court of Australia's (the Court's) goals. Staff may apply for assistance including full or partial reimbursement of fees and costs as well as limited time off work to attend lectures, tutorials and examinations."

The Court does not have the resources to detail each training course by participant, however the following graph details the total education expenses YTD:

FCoA's expenditure for 2011/12 as at 30 April 2012

Natural Account

51712 - Higher Education Contribution Scheme

51713 – Study Bank

51714 - Internal Training

Total

2011/12 as at 30 April 2012

12,605

28,499

7,777

\$48,882

Federal Court of Australia

The department/agency's guidelines on study are:

The Court is committed to supporting staff who wish to pursue tertiary studies through the fair and equitable application of the Court's study assistance program.

Studybank encourages employees to gain tertiary qualifications in disciplines identified as important by the Court and the APS. The scheme provides time off for study and financial support for formal education programs that lead to a qualification.

To ensure equity in the distribution for study assistance funding, a rating system is used to calculate the level of finance assistance. The table includes both organisational and personal skill requirements, with a greater emphasis placed on satisfying organisational requirements.

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 for the department / agency
Mostly undergraduate and post-graduate legal studies	\$45,964 (incl GST)	\$3,536	13	APS 4 positions – 3 APS 6 positions – 4 EL1 positions – 3 EL2 positions – 3	2 hours a 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.
In-house training by APS Group	\$54,564.30	\$1,240.10	44	IT – 16 courses/sessions Finance -4 Legal – 7 Operational – 17		

Federal Magistrates Court of Australia

The Federal Magistrates Court of Australia's guidelines are set out in its 'Study Assistance Scheme Policy & Guidelines'. The guidelines outline the Court's commitment to development opportunities for employees to enhance their potential. The scheme offers discretionary assistance to employees to undertake courses of study which will enhance their ability to contribute to the achievement of the Family Court of Australia's (the Court's) goals. Staff may apply for assistance including full or partial reimbursement of fees and costs as well as limited time off work to attend lectures, tutorials and examinations."

The Court does not have the resources to detail each training course by participant, however the following graph details the total education expenses YTD:

FMC's expenditure for 2011/12 as at 30 April 2012

Natural Account

51712 - Higher Education Contribution Scheme

51713 - StudyBank

51714 - Internal Training

Total

2011/12 as at 30 April 2012

11,047

9,680

565

\$21,292

High Court of Australia

The High Court's guidelines for the provision of study assistance are as follows:

Principle 1. Any application for assistance to pursue study activities should demonstrably be linked to and aligned with the staffing capabilities required by the High Court of Australia.

Principle 2. Studies should be undertaken at times and places that support the efficient operation of the High Court of Australia and should never impair the operations of the Court.

Principle 3. Studies should be aligned with needs identified in the employee's Individual Personal Performance & Development Plan and progress monitored through that Plan.

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 for the Agency
Australian Institute of Management – Bridging the Skills Gap	\$18.18	\$18.18	N/A	1	N/A	The purpose of study assistance is to contribute to the development of workforce capability.
Australian Institute of Management – Hardwired Humans	\$18.18	\$18.18	N/A	1	N/A	
Technology in Government and the Public Sector Summit 2011	\$1,268.18	\$1,268.18	N/A	1	N/A	
Records management Training and Development ACT Branch dinner	\$31.82	\$31.82	N/A	1	N/A	
International Association of Law	\$449.11	\$449.11	N/A	1	N/A	

Libraries 30th annual conference						
Australian Institute of Judicial Administration Criminal Justice Conference	\$645.45	\$645.45	N/A	1	N/A	
2011 Security in Government Conference SES Breakfast	\$109.10	\$54.55	N/A	2	N/A	
Senior First Aid course	\$398.56	\$199.28	N/A	2	N/A	
2011 Security in Government Conference	\$1,318.18	\$1318.18	N/A	1	N/A	
Australian Law Librarian Association Conference	\$1,585.65	\$528.55	N/A	3	N/A	
Australian Public Sector Anti-Corruption Conference 2011	\$1,363.64	\$1363.64	N/A	1	N/A	
Australian Curriculum Studies Association Conference	\$261.81	\$261.81	N/A	1	N/A	
CPA AUSTRALIA Congress	\$3,772.72	\$1,257.57	N/A	3	N/A	
Senior First Aid refresher course	\$87.00	\$87.00	N/A	1	N/A	

Australian Government Libraries Information Network Forum	\$681.82	\$227.27	N/A	3	N/A
Tourism Symposium	\$140.00	\$140.00	N/A	1	N/A
Work/Life Assist Seminars	\$2,400.00	\$80.00	N/A	30	N/A
Reimbursement of CIT Semester 1 2011 fees	\$247.02	\$247.02	APS 5	1	4 hours and 30 minutes per week
Introduction to Law and Legal System Workshop	\$145.46	\$72.73	N/A	2	N/A
2011 National Comcare Conference	\$118.18	\$118.18	N/A	1	N/A
Speechwriting Course	\$200.00	\$200.00	N/A	1	N/A
Innovative and Strategic Thinking Course	\$100.00	100.00	N/A	1	N/A
Electronic Document Management System training	\$13,250	\$662.50	N/A	20	N/A
Commstrat Digital Information Summit	\$995.00	\$995.00	N/A	1	N/A
Conflict Resolution For EL – APS	\$1,131.82	\$1,131.82	N/A	1	N/A

Commission						
Australian Institute of Judicial Administration – Australian Court Administrators Conference	\$1,936.36	\$645.45	N/A	3	N/A	
Australian Institute of Management – Analyse and Present Research Information	\$50.99	\$50.99	N/A	1	N/A	
Australian Institute of Management – Anxiety at Work	\$31.82	\$31.82	N/A	1	N/A	
Australian Institute of Judicial Administration – Criminal Justice Conference	\$572.73	\$572.73	N/A	1	N/A	
Australian Public Service Commission – APS Job Application Skills	\$577.27	\$577.27	N/A	1	N/A	
National Safety Council of Australia - Work Health Safety Harmonisation and Due Diligence	\$1,750.00	\$350.00	N/A	5	N/A	
St John Ambulance Defibrillator	\$200.00	\$40.00	N/A	5	N/A	

Training						
Performance Management & Development Training	\$20,330.90	\$199.32	N/A	102	N/A	
University Of New South Wales Conference	\$450.91	\$450.91	N/A	1	N/A	
Comcare Work Health Safety Training for Managers/Supervisors	\$3,181.82	\$454.55	N/A	7	N/A	
Australian Government Solicitor Constitutional Law Forum	\$627.27	\$627.27	N/A	1	N/A	
University Of New South Wales 2012 Constitutional Law Conference	\$1,403.64	\$350.91	N/A	4	N/A	
Australian Public Service Commission – Leader to Leader Series	\$77.27	\$77.27	N/A	1	N/A	
Office of the Australian Information Commission – 2011 Information Policy Conference	\$500.00	\$500.00	N/A	1	N/A	

Public Sector Information: A National Resource						
Supreme & Federal Court Judges Conference	\$1,790.91	\$895.45	N/A	2	N/A	
Reimbursement of Canberra Institute of Technology Semester 2 Fees	\$229.38	\$229.38	APS 5	1	5 hours per week	
Code of Conduct Training	\$5,243.64	\$52.44	N/A	100	N/A	
E-Learning Induction modules	\$8,900.00	\$89.00	N/A	100	N/A	
National Tax and Accountant's Association – Fringe Benefits Seminar 2012	\$1,049.09	\$524.54	N/A	2	N/A	
Office 2010 Training – Word & Excel	\$21,670.00	\$249.08	N/A	87	N/A	
Comcare Work Health Safety Training for Managers/Supervisors	\$2,163.64	\$108.18	N/A	20	N/A	
Libraries Australia Document Delivery Basics course	\$354.55	354.55	N/A	1	N/A	
The Australasian Institute of Judicial Administration	\$95.45	\$95.45	N/A	1	N/A	

Public Information Officers Conference						
Negotiating Tools, Techniques and Tactics Workshop	\$271.82	\$271.82	N/A	1	N/A	
Judgement Production template training	\$2,240.00	\$560.00	N/A	4	N/A	
International Association for Court Administration conference	\$525.12	\$525.12	N/A	1	N/A	
World Human Resources Congress	\$1,885.45	\$1,885.45	N/A	1	N/A	
Snapshot Employee's WHS Responsibilities	\$1,090.91	\$12.99	N/A	84	N/A	
OAIC and FOI reforms	\$259.09	\$259.09	N/A	1	N/A	
Senior First Aid course	\$200.28	\$200.28	N/A	1	N/A	
Lotus Notes	\$2,380.00	\$297.50	N/A	8	N/A	
The Australian Computer Society Conference	\$1,090.91	\$545.45	N/A	2	N/A	
The World Bar Conference	\$965.47	\$965.47	N/A	1	N/A	
Total	\$114,833.57					

Insolvency and Trustee Service Australia

The department/agency's guidelines on study are outlined in the Studies Assistance Program documentation below.

STUDIES ASSISTANCE PROGRAM

The Studies Assistance Program supports employees who participate in external studies by recognising their status as a student, and making provision for consideration of fees reimbursement and access to study leave. The program forms part of ITSA's overall commitment to provide employees with opportunities to learn and develop.

2. The objectives of the Studies Assistance Program are to:
- promote the development of capabilities and knowledge required for current and future operational requirements;
 - enhance the broader professional and career development of employees; and
 - improve current and future job performance.

Program structure

3. The Studies Assistance Program offers three levels of study support:
- approval as a student;
 - approval of study leave; and/or
 - approval of financial assistance.
4. Any permutation of support can be provided to an employee who has been approved as a student, and will be dependent on the nature of the course of study and relevance to ITSA. The National Manager is responsible for making decisions on the type and level of support under the Program and will be guided by consideration of the following factors:
- relevance of the course of study to the employee's current position and ITSA's operations;
 - likely career path offered by the course of study, having regard to ITSA's current and future workforce requirements;
 - job specific and broader development needs of the applicant both within ITSA and the APS, having regard to the employee's PFS development plan;
 - other training and development programs available to the employee;
 - resources and operational requirements; and
 - the equity principles reflected in ITSA's Workplace Diversity Program.

5. Studies assistance is applied for on a semester by semester basis. To apply for assistance the employee must complete an 'application for studies assistance' form (available from the intranet) and follow the procedure outlined at paragraphs 25 to 29.
6. Approval of assistance to repeat a course of study, or a subject which has not been successfully completed due to failure or withdrawal, should be only granted in cases where extenuating circumstances exist such as illness, injury, bereavement, or undue pressure of work.
7. Where the National Manager does not approve an application for studies assistance, the reasons for this decision should be provided to the employee.

Approval as a student

8. Approval as a student recognises the employee is participating in an approved course of study. Where such approval is given, the employee is covered by worker's compensation for travelling between the usual workplace and the associated study activities at the educational institution. However, approved students on leave without pay do not have workers compensation coverage.
9. Approval as a student for a course of study does not automatically entitle the student to study leave or reimbursement of the costs associated with their studies.

Paid study leave for part time study

10. National Managers may grant paid study leave during normal working hours to approved students so that they may undertake study activities related to a part time course of study.
11. Paid study leave may take the form of:
 - a specified maximum number of hours leave per week to attend study during standard working hours; and/or
 - a specified number of full days of leave over the period of approval.
12. The total amount of leave approved for ongoing employees will not exceed 37.5 hours per half year (pro-rata for part time employees). When considering applications for paid study leave, the National Manager should have regard to the factors outlined at paragraph 4, and the following:
 - the number of face-to-face hours of tuition required;
 - whether this tuition is available outside working hours;
 - the time required to participate in any other study related activities such as examinations, or residential workshops;

- whether personal circumstances warrant leave for travel between the workplace and the educational institution during working hours;
- support for particular groups as defined in government policies and objectives; and
- the day to day operations of the work area.

13. Non ongoing employees would not generally be entitled to study leave unless specific circumstances justify approval, having regard to the criteria at paragraph 4.

14. Study leave may not be taken prior to formal approval being granted. Leave taken prior to this approval must be flex, annual, or some other type.

15. Approval of leave for part-time employees should take into consideration the extent to which specific needs of the group, such as family care responsibilities, may prevent study commitments being arranged outside the employee's ordinary working hours.

Unpaid leave for full-time study

16. Leave without pay (LWOP) may be granted to approved students to undertake full-time study. The discretionary miscellaneous leave provisions of sub-clauses 22.9 to 22.11 of the ITSA Enterprise Agreement 2011-2014 apply to LWOP for study purposes (refer to ERA 11/03 on Discretionary Miscellaneous Leave for more information). Where such leave is granted, students would generally be expected to return to work between academic years.

17. Generally leave without pay for full-time study will not count as service.

Financial assistance

18. An approved student may be granted assistance by way of whole or partial reimbursement of the costs associated with their course of study for a semester, conditional on successful completion of the approved study. Payment cannot be made prior to completion of the approved study.

19. National Managers have discretion to approve of financial assistance up to a total of \$1,500 per student per semester in respect of ongoing employees. This amount will be reduced by any Fringe Benefit Tax liabilities that might be associated with the study. ITSA will be liable for a Fringe Benefits Tax for:

- undergraduate study that is paid for by way of the HECS-HELP; and
- post graduate study where there is not a direct connection with the employee's current employment (refer to www.ato.gov.au for more information).

20. When making a decision about the level of financial assistance the National Manager will have regard to budgetary considerations and the factors outlined at paragraph 4. National Managers should only approve the maximum amount in cases where the proposed course of study is directly relevant to ITSA's operations and fully meets the criteria at paragraph 4. Costs that may be reimbursed include:

- payments of undergraduate and postgraduate course fees;
- tuition and course fees for other institutions; and,
- any other study-related expenses, such as examination, administration or materials charges.

21. Non ongoing employees would not generally be entitled to financial assistance unless specific circumstances justify approval, having regard to the criteria at paragraph 4.

22. ITSA will, subject to National Manager approval and provision of the evidence specified at paragraph 24, generally reimburse *upfront* payments for fees that have been made by the student to the university). In order to make a claim for reimbursement, the approved student must provide to the business line evidence of:

- the amount and type of fees paid; and
- successful completion of the semester.

23. In extenuating circumstances a National Manager may approve payment against a HECS-HELP, or FEE-HELP liability, where no upfront payment has been made by the employee. Generally this would occur through a direct payment to the Australian Taxation Office. When approving such a payment, National Managers will also need to take into account the discounts that apply to lump sum payments of HELP liabilities (currently 10% discount under HECS-HELP and 20% discount under FEE-HELP for payments of \$500 or more).

24. In preparing an annual taxation return, employees cannot claim deductions for expenses which have been or will be reimbursed by ITSA. For further information see www.ato.gov.au.

Application process and recording of study leave

25. To apply for studies assistance, employees must complete an application form and provide it to their manager, who will then forward it to the National Manager for consideration. The studies assistance form can be downloaded from the intranet. From the home page follow the path People>>Forms> Performance and Development Forms.

26. Applications must be submitted prior to the commencement of the course of study each semester.

27. If study leave is approved employees must apply for each particular period/incidence of leave taken during the semester using Aurion ESS (where study leave is noted under Discretionary leave). Study leave should not be recorded in the Aurion training database as training hours however, approved study leave hours can be counted toward an employee's learning and development requirements in their PDP. The employee's manager is responsible for ensuring that the amount of study leave taken does not exceed the amount approved.

28. At the end of the semester the employee must provide their manager with evidence of successful completion of the course. If financial assistance has been approved, evidence of payment of course fees must also be provided. This documentation will then be forwarded to the Business Services Manager within your business line. They will arrange for any approved reimbursement and forwarding of documentation to the Human Resources Unit in Melbourne.

29. Annual reports on patterns of studies assistance usage will be provided to the National Management Board at the end of each semester. Each Business Line will also need to keep records and report any Fringe Benefits Tax liabilities.

Studies assistance for employees who change agencies or leave ITSA

30. Employees who have been granted approval as a student and cease employment with ITSA, or move to another APS agency are not entitled to studies assistance from ITSA, in any form, after the date of cessation of employment. Therefore, an employee who concludes their employment at ITSA before completing their course, or before receiving their final marks will not have the costs associated with their studies reimbursed, regardless of previous approval.

31. When an employee, who has been approved as a student by another agency, joins ITSA, they will have to apply for studies assistance under ITSA's policy, and have their application considered in accordance with these guidelines.

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
Masters in Business Admin (HECS Payments)	\$400	\$400	APS 3x1	1	APS 3 x 22.5 hours	<ul style="list-style-type: none"> • Provide employee with skills to make managerial and financial decisions

Graduate Diploma of Chartered Accounting (HECS Payments)	\$0	\$0	APS 5 x 1	1	APS 5 x 37.5 hours	<ul style="list-style-type: none"> • Provide employee with key accounting skills required to perform their role
Master Law (Juris Doctor) (HECS Payments)	\$0	\$0	APS 6x1	1	APS 6 x 22.5 hours	<ul style="list-style-type: none"> • Highly relevant to employee's current role • Increase the ability of the employee as an investigator in relation to the interpretation of legislation • Allow employee increased interaction with their business line
Masters of Commercial Law (Study Fees Payments)	\$1500	\$1500	EL1 x 1	1	EL1 x 22.5hours	<ul style="list-style-type: none"> • Relevant to current duties • Meet ITSA priorities by improved ability to deal with legal issues through effective corporate and policy management
Masters of Business Tech (Study Fees Payments)	\$3000	\$3000	EL2 x 1	1	EL2 x 60 hours	<ul style="list-style-type: none"> • Directly related to current role as Business Manager • Enhanced management of budgets and review of financial statements
Bachelor of Commerce (Study Fees)	\$1060	\$1060	APS 5 x 1	1	APS 5 x 52.5 hours	<ul style="list-style-type: none"> • Provide employee with basic concepts and principles to

Payments)						<p>financial processes & products</p> <ul style="list-style-type: none"> • Empowers the employee with a set of financial tools that facilitate financial analysis and decision making
Diploma of Justice Admin (Study Fees Payments)	\$675	\$675	APS 4 x 1	1	APS 4 x 22.5 hours	<ul style="list-style-type: none"> • Provide employee with a broad understanding of legislation in QLD together with the Criminal code • Help with interpretation of the bankruptcy Act and Proceeds of Crime Act
Bachelor Management (Human Resources Management) (Study Fees Payments)	\$851.25	\$851.25	APS 5x1	1	APS 5 x15 hours	<ul style="list-style-type: none"> • Increase skill required to perform current role • Further career by increased promotion opportunities
Master Law (Juris Doctor) (Study Fees Payments)	\$1500	\$1500	APS 4 x1	1	APS 4 x 37.5 hours	<ul style="list-style-type: none"> • Highly relevant to employee's current role • Increase the ability of the employee as an investigator in relation to the interpretation of legislation • Allow employee increased interaction with their business line

Bachelor of Law (Study Fees Payments)	\$0	\$0	APS 5x 1	1	APS 5 x22.5 hours	<ul style="list-style-type: none"> • Relevant to employee's current role • Provide employee the opportunity to enhance their skills
Graduate Certificate in Fraud and Financial Investigation (Study Fees Payments)	\$1892	APS 6 (\$544 & \$794=\$133 8) EL1 (\$544)	APS 6 x1 EL1 x 1	2	APS 6 x 60 hours EL1 x 22.5 hours	<ul style="list-style-type: none"> • Develop knowledge and skills as an investigator • Improved value as an employee to ITSA by providing the employee with knowledge in relation to bankruptcy options available to investigations & recover assets.
CPA Program (Study Fees Payments)	\$5504	EL 1 (\$1500) APS 3 (\$934) APS 6 (\$1500 & \$785) APS 3 (\$785)	EL1 x 1 APS 3 x 2 APS 6 x 2	5	EL1 x 37.5 hours APS 3 x 75 hours APS 6 x 82.5 hours	<ul style="list-style-type: none"> • The program is designed to create strategic thinkers • Provide employees with professional accounting skills • Enable employees to contribute towards organisational strategy development & goals • Career opportunities through employee growth and development
TOTALS	\$16,372.25	\$963.07 (avg per	APS 3=3	17	APS 3=97.5 hours	

		participant)	APS 4=2 APS 5=4 APS 6=4 EL 1=3 EL 2=1		APS 4=60 hours APS 5=127.5 hours APS 6=165 hours EL 1=82.5 hours EL 2=60 hours Total=592.5 hours	
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National Native Title Tribunal

The agency's guidelines on study are contained in the NNTT's Employee Handbook (section D.5 Studies Assistance).

In addition the Tribunal provides identified training through Work Review Development Plans, aimed at ensuring employees maintain the necessary skill set and knowledge to perform their role; and further identifying relevant compliance training (in such areas as fraud control, protective security, work health and safety).

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	Nil paid as	N/A	All NNTT employees	150	1.45 session per person	Mandatory compliance training

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
and Safety	delivered by internal resource				(total :217 hours)	
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	\$1,476.00	\$1,476.00	Statutory Holder	1	40 hours	

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
Mediation (UWA UG/PG unit)						
Tertiary Studies (Hecs) - Graduate Diploma of Law	\$675.00	\$675.00	APS6	1	36 hours	
Tertiary Studies (Hecs) Bachelor of Laws	\$498.35	\$498.35	APS4	1	42 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

The Office of the Australian Information Commissioner encourages employees to undertake study to develop their knowledge and skills in relevant areas. Studies assistance aims to provide trained staff for current and future staffing requirements and to assist staff with their personal career development.

All studies assistance (in terms of granting leave or financial assistance) is discretionary and is decided by the delegate. The following factors are considered in assessing an application –

- Benefit and relevance of the proposed course of study to the OAIC
- Career development needs of the individual

- Operational and resource issues
- Capacity of the employee to balance the study commitments with her or his work responsibilities

The OAIC's studies assistance policy provides for up to 5 hours of study leave per week may be granted to attend tuition such as lectures and tutorials (part-time staff will be granted a pro rata amount) where courses cannot be arranged outside normal working hours. Up to 5 days leave per academic year may be granted for other study activities depending on study leave already granted and the number of subjects being studied. Approval to take this leave will be dependent on operational requirements.

Approved students may apply for financial assistance that is payable on the successful completion of the subject and is intended to reimburse approved students for some of their course fees and other associated costs.

Type of Course	Total cost Excl GST	Cost per participant Excl GST	Number of Participants	Classification of participants	Study Leave granted per participant	Reason for study and how it is beneficial for the department / agency
In House Courses						
Giving Effective Feedback	\$8640	\$508	17	EL 2 x 3 EL 1 x 10 APS 6 x 4	N/A	OAIC managers are required to provide feedback to staff
A Manager's WHS Responsibilities	\$4000	\$200	20	3 x SES All EL 1 and 2 Staff	N/A	Australian Government has introduced new WHS requirements
Employee Studies Assistance						
Masters in Juris Doctor	\$5794	\$5794	1	EL 2	1 Day	OAIC staff member is required to read and interpret law
Master of Laws	\$500	\$250	2	EL 1 APS 6	5 Days 6 Days	OAIC staff member is required to read and interpret law
Master of Arts	\$1000	\$1000	1	APS 6	2 Days	High level analysis and research skills acquired through studies of direct relevance to the investigative

						function of the OAIC
Bachelor of Laws	\$2000	\$1000	2	El 1 EL 2	5 Days Nil	OAIC staff member is required to read and interpret law
Master of Public Policy	\$1000	\$500	2	APS 6 APS 6	1 Day	Studies of direct relevance to staff members' work in the policy branch of the OAIC
Juris Doctor	\$500	\$500	1	APS 5	Nil	OAIC staff member is required to read and interpret law
Bachelor of Business /Laws			1	APS 6	1 Day	OAIC staff member is required to read and interpret law
Advance Diploma in Record keeping			1	EL 1	4 Days	Training relevant for staff member responsible for redevelopment of EDRMS

Office of the Commonwealth Director of Public Prosecutions

The CDPP provides studies assistance to all ongoing staff and non-ongoing staff with a contract of 12 months. Studies assistance includes approved paid leave of up to 5 hours per week and reimbursement of costs associated with study up to \$500 per calendar year. There is also entitlement to exam leave and unpaid Discretionary Leave for up to 12 months for full time students.

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
Employee Wellbeing and Work Health and Safety	\$13,538.75 incl GST	Approximately \$97.70	APS2 – SESB3	> 140	Nil	Employee Wellbeing and Work Health and Safety training – awareness of new WHS Act
Tertiary Studies	\$12,727.06	Approximately \$353.53	APS 3 – EL1	36	APS 1 – 6 (or equivalent): 2,160.52 hours EL 1 – 2 (or equivalent): 121.4 hours	Tertiary study related to employment at the CDPP.

The CDPP also provides a range of in-house legal training which is conducted by CDPP staff. There are no direct expenses associated with this training.

Office of Parliamentary Counsel

The Office of Parliamentary Counsel's (OPC's) policy and guidelines on studies assistance are set out in OPC's Staff Development Office Procedural Circular. OPC's Studies Assistance Scheme is to support employees in their efforts to improve the skills needed for their OPC work and to improve their general career prospects within the APS. Staff may apply for study leave, including time off work to attend lectures, tutorials and examinations, and for financial assistance. The level of support provided will reflect the relevance of the scheme of study to the employee's duties in OPC and the study workload undertaken by the employee.

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
Tertiary - Certificate	0	0	EL 2	1	EL 2 x 7.5 hours	Studies directly relevant to current work.
Tertiary - Masters	0	0	APS 5	1	APS 5 x 22.5 hours	Studies directly relevant to current work.
Tertiary - Graduate Certificate	\$4,375	\$4,375	APS 4	2	APS 4 x 56 hours	Studies directly relevant to current work.