

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
BUDGET ESTIMATES 2013-2014

Finance and Deregulation Portfolio

Department/Agency: Department of Finance and Deregulation

Outcome/Program: General

Topic: Education Expenses

Senator: Ryan

Question reference number: F101

Type of question: Written

Date set by the committee for the return of answer: Friday, 12 July 2013

Number of pages: 3

Question:

- a) What is the department/agency's guidelines on study?
- 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.

Answer:

- a) The Department provides study assistance to staff, as outlined in the Department of Finance and Deregulation Enterprise Agreement 2011–2014 and in the Study Assistance Policy. This includes:
 - Up to \$6,000 (including Fringe Benefit Tax where applicable) per financial year with payment made in the form of reimbursement upon successful completion of a subject.
 - Up to six hours of study leave per week, irrespective of how many subjects being studied.
 - Up to two days leave to study for/attend compulsory examinations.

b) For the period 1 July 2012 – 30 April 2013:

In house courses and tertiary studies

Type of course	Total cost \$	Average cost per participant \$	Number of participants	levels		Amount of study leave granted	Study Leave days by Level***
Professional Skills Training	\$57,229	\$229.00	250	APS2	8	Nil	N/A
				APS3	22		
				APS4	60		
				APS5	51		
				APS6	39		
				EL1	36		
				EL2	32		
				SES	2		
Career Starter Program	\$20,558	\$979.00	21	APS1	11	Nil	N/A
				APS2	10		
Graduate Development Program	\$61,247	\$785.20	78	APS3	22	Nil	N/A
				APS4	44		
				APS5	12		
Leadership Training^	\$215,931	\$1,430.00	151	APS4	6	Nil	N/A
				APS5	37		
				APS6	20		
				EL1	37		
				EL2	38		
				SES1	12		
				SES2	1		
Executive Coaching	\$14,943.00	\$747.00	20	APS5	4	Nil	N/A
				APS6	2		
				EL1	5		
				EL2	4		
				SES1	4		
				SES2	1		
Mentor Training	\$377.00	\$63.00	6	EL1	2	Nil	N/A
				EL2	1		
				SES1	2		
				SES3	1		
Formal study programs*	\$575,468.00**	\$3,152.00	179***	APS1	3	1,226.66 Days	APS1 29 81
				APS2	10		APS2 65 53
				APS3	12		APS3 135 19
				APS4	20		APS4 182 44
				APS5	42		APS5 317 17
				APS6	36		APS6 224 91
				EL1	44		EL1 214 96
				EL2	11		EL2 56 65
				SES	1		

*Studying assists staff progress towards a relevant formal qualification that aligns to the needs of the department.

** Total cost for formal study programs shows expenses committed to date pro-rated across study periods and includes FBT where applicable. These are estimates only (maximum cost) as staff are not reimbursed until they have successfully completed of their unit/subject.

*** Not all staff participating in formal study received both financial assistance and study leave.

^ The Leadership Training figures include attendance at training external to Finance as detailed in response F102.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
BUDGET ESTIMATES 2013-2014

Finance and Deregulation Portfolio

Department/Agency: Australian Electoral Commission

Outcome/Program: General

Topic: Education expenses

Senator: Ryan

Question reference number: F101

Type of question: Written

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Number of pages: 1

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- 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.

Answer:

- a.) Ongoing Employees may undertake an approved course of study approved by the Electoral Commissioner. Study assistance is delivered through the Studybank Scheme, which is part of a planned approach to developing people in the AEC. It is a scheme established to help and encourage employees who would like to do further studies and is linked to their career development plan. Assistance is given to approved individuals to undertake an approved course, through access to study activities and provision of administrative support. Approval is discretionary and cases are assessed in light of AEC current and future skill requirements.
- b.) Education expenses (which include expenses incurred under the Studybank Scheme) for 1 July 2012– 30 April 2013 totalled \$247,611. Individual data is not available as training costs are grouped.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
BUDGET ESTIMATES 2013-2014

Finance and Deregulation Portfolio

Department/Agency: ComSuper

Outcome/Program:

Topic: Education expenses

Senator: Ryan

Question reference number: F101

Type of question: Written

Date set by the committee for the return of answer: Friday, 12 July 2013

Number of pages: 2

Question:

- a) What is the department/agency's guidelines on study?
- 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.

Answer:

- a) Study Bank is aimed at assisting ComSuper employees gain qualifications that meet current and future business needs. Importantly, Study Bank provides the opportunity for employees to access study programs identified in their Performance Agreements. This arrangement helps build long term capability and promote a learning culture in ComSuper.

- b) For the period 1 July 2012 – 30 April 2013 ComSuper spent \$346,461 on education expenses.

Type of Course	Total cost FYTD \$	Average cost per participant \$	Number of participants	Amount of Study Leave Granted (hours)
Professional Skills Training	\$248,101	\$565	439	Nil*
Leadership Training	\$74,610	\$350	213	Nil
Formal study programs	\$23,750	\$660	36	1435.5 hours

*Study leave is normally granted during work hours for formal study programs.

ComSuper is unable to answer part of the question (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) as the extraction of the data would require an unreasonable diversion of resources to compile data ahead of the regular financial year reporting cycle.

Studying provide staffs with the skills required to perform their day to day duties.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
BUDGET ESTIMATES 2013-2014

Finance and Deregulation Portfolio

Department/Agency: Commonwealth Superannuation Corporation

Outcome/Program:

Topic: Education expenses

Senator: Ryan

Question reference number: F101

Type of question: Written

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Number of pages: 3

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Answer:

- a) CSC recognises that appropriate ongoing learning can be valuable for the development and welfare of its employees.

Therefore CSC may provide assistance to employees to complete education courses where the proposed educational course is relevant to CSC's business requirements or the employee's career development with CSC; and the employee has consistently demonstrated a satisfactory or above average job performance.

b) For the period 1 July 2012 – 30 April 2013:

Business team	Course/training	Cost \$	Number of participants	Amount of study leave granted
<i>Investments</i>				
Listed Equities Project Manager	Masters Applied Finance (various modules)	\$6,282	1	4 days
Investment Analyst	Master of Applied Finance	Nil	1	2 days
<i>Sub-Total</i>		<i>\$6,282</i>	<i>2</i>	<i>6 days</i>
<i>Finance and Risk</i>				
Fund Accountant	CPA qualification	Nil	1	2 days
<i>Sub-Total</i>		<i>Nil</i>	<i>1</i>	<i>2 days</i>
<i>Operations</i>				
Investment Operations Analyst	Master of Business Administration	Nil	1	9 days
Taxation Analyst	Chartered Accountancy Programme	Nil	1	3 days
Performance Analyst	Actuarial qualifications	Nil	1	3 days
<i>Sub-Total</i>		<i>Nil</i>	<i>3</i>	<i>15 days</i>
<i>HR and Business Services</i>				
Payroll Officer	Payroll Management Certificate	\$860	1	2 days
External facilitator organised by HR and Business Services – for various staff and managers to attend	Hiring Skills for Managers (three separate sessions)	\$7,200	26	Nil
External facilitator organised by HR and Business Services – for various staff to attend	Business Writing Skills (three separate sessions)	\$13,640	33	Nil
<i>Sub-Total</i>		<i>\$21,700</i>	<i>60</i>	<i>2 days</i>

Member and Employer Services				
Member Education Consultant	Diploma of Superannuation	\$825	1	Nil
<i>Sub-Total</i>		\$825	1	Nil
General Counsel				
Senior Analyst Legal and Compliance	Graduate Certificate in Management	\$2,946	1	1 day
<i>Sub-Total</i>		\$2,946	1	1 day
Board Services				
Assistant Secretary	Bachelor of Commerce (Business Law)	Nil	1	Nil
<i>Sub-Total</i>		Nil	1	Nil
TOTAL		\$31,753	69	26 days

All of the courses/training listed above are directly relevant to the employees' work with CSC.

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ANSWERS TO QUESTIONS ON NOTICE
BUDGET ESTIMATES 2013-2014

Finance and Deregulation Portfolio

Department/Agency: Future Fund Management Agency

Outcome/Program:

Topic: Education expenses

Senator: Ryan

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Answer:

- a) Study arrangements are covered by the Agency's professional development policy. Staff are able to apply for support for formal education through the Agency's Training and Development Budget. The applicant's manager and Human Resources considers applications in line with the policy. Employees are required to reimburse formal study expenses met by the Agency if they leave the organisation within 12 months of completing the formal study. Staff are eligible to apply for one day of study leave per subject of formal study. Staff are required to provide evidence of the successful completion of formal study and future support for study is reduced if the employee does not complete or fails a subject.
- b) Total education and development expenses for the period 1 July 2012 – 30 April 2013 were \$331,652. The detailed breakdown requested cannot be provided without an unreasonable diversion of resources.