

**Senate Finance and Public Administration Legislation Committee  
—Budget Estimates Hearing—May 2013**

**Answers to Questions on Notice**

**Parliamentary departments, Department of Parliamentary Services**

Topic: **Education expenses**

Question: **136**

Written **Senator Ryan**

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

- 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) DPS provides studies assistance support for ongoing and non-ongoing employees. There are three categories for assistance:
  - i. Category A: study directly related to the employee's duties;
  - ii. Category B: study that will assist an employee with their career development in DPS or the Parliamentary Service; or
  - iii. Category C: general study where the skills and knowledge will be some of assistance to an employee's current duties or assist in career development.

A maximum of 70 hours paid study leave is available to approved employees over one semester.

- b) For the period 1 July 2012 to 31 March 2013, a total of 31 employees received studies assistance.
  - i. twenty for study that directly related to the employee's duties;
  - ii. eight for study that will assist an employee with their career development in DPS or the Parliamentary Service; and
  - iii. three for general study where the skills and knowledge will be some of assistance to an employee's current duties or assist in career development.

Details of educational expenses provided by DPS for the period 1 July 2012 to 31 March 2013 are listed in the tables below.

Table 1 shows the Types of study undertaken during the period 1 July 2012 to 31 March 2013.

Table 2 shows other educational training that occurred outside of the studies assistance program during the period 1 July 2012 to 31 March 2013.

**Over the page:**

**Table 1: DPS Studies Assistance**

**Table 2: Other educational training**

**Table 1: DPS Studies Assistance: 1 July 2012–31 March 2013**

**[refer to a) above to reason categories]**

<b>Classification</b>	<b>Section</b>	<b>Education Institution</b>	<b>Field of Study</b>	<b>Reason/ benefit to DPS</b>	<b>Approved Hrs</b>	<b>Approved Cost \$</b>
PEL1	Economics	ANU	Doctor of Law	A	35	1,060
PEL2	Technology Projects	ANU	Graduate Certificate in Management	A	70	3,090
PEL1	Law and Bills Digest	ANU	Master of Applied Anthropology and Participatory Development	A	0	1,500
PEL2	Law and Bills Digest	ANU	Master of Laws (International Law)	A	3	0
PSL6	Economics	ANU	Master of Public Policy	A	0	1,500
PSL4/5	Politics and Public Admin	ANU	Master of Public Policy	A	140	3,000
PEL1	Social Policy	ANU	Master of Studies	A	0	1,500
PSL5/6	Law and Bills Digest	ANU	Masters of Law (International Law)	A	0	1,500
PSL5	SOE Support and Deployment	CSU	Graduate Certificate Networking and System Administration	A	15	1,500
PSL6	IT Services	CSU	Master of Networking and System Administration	A	3	1,500
PSL2	Knowledge Management	CIT	Certificate III in Recordkeeping	A	65	154
PSL1/2/3	Landscape	CIT	Cert III Landscape Construction	A	65	491
PSL1/2/3	Landscape	CIT	Diploma in Horticulture	A	0	829
PSL2	Database Services	CIT	Advanced Diploma of Library and Information Services	A	65	1,000
PSL2	Collection Management	CIT	Cert III in Library and Information Services	A	155	1,011
PSL6	Finance	CPA Australia	CPA Program	A	51	1,665
PSL5	IT Services	Microsoft	Microsoft Certification Exam	A	15	206
PEL1	Strategy and Communication	UC	Bachelor of Management	A	91	2,904
PSL5	Project Management Office	UC	Master of Marketing Communications	A	65	1,500
PSL5	Broadcasting Content	UNSW	Master of Cross Disciplinary Art and Design	A	10	375
PSL3	Database Services	ANU	BA Political Science/ Philosophy	B	135	1,385
PSL2/3	Mechanical Services	CIT	Cert IV Plumbing	B	0	1,800
PSL3	Security	OUA	Bachelor of Arts (Security, Terrorism and Counterterrorism)	B	260	2,750
PSL1/2	Security	OUA	Bachelor of Arts (Security, Terrorism and Counterterrorism)	B	140	1,780
PSL5	Strategy and Communication	OUA	Master International Relations	B	15	750
PSL1/2	Security	OUA	Bachelor of Arts (Security Terrorism and Counter Terrorism)	B	5	750

PSL5/6	Hansard	Uni of Sydney	Diploma in Law	B	65	0
PSL4/5	Database Services	USQ	Master of Information Systems/ Master project Management	B	120	1,500
PEL1	Foreign Affairs, Defence and Security	ANU	Doctor of Philosophy (Political Science)	C	130	750
PSL1/2	Security	CIT	Diploma of Architectural Design	C	135	250
PSL5	Broadcasting	UC	Bachelor of Science in Psychology	C	39.6	375
<b>TOTAL</b>				<b>31</b>	<b>157</b>	<b>38,376</b>

**Table 2: Other educational training: 1 July 2012–31 March 2013**

Course	Total Cost (ex GST) \$	Cost per participant (ex GST) \$	No. of participants	Classification	Delivery	Reason for
Prince2 Foundation Certification	1,600	1,600	1	PSL6	External	Qualification in project management methodology DPS supports
Prince2 Practitioner Certification	1,200	1,200	1	PSL6	External	Qualification in project management methodology DPS supports
Prince2 Foundation and Practitioner (combined certification)	3,960	1,980	2	2 X PSL5	External	Qualification in project management methodology DPS supports
Advanced Diploma of Management	727	727	1	PSL6	External	Relevant to duties
Requirements Gathering and Specification	10,000	1,250	8	PSL4-PEL1	External	Business analysis training; relevant to duties for project delivery
Registered Project Management Certification (including recognition of prior learning to achieve the Advanced Diploma of Project Management)	2,800	1,400	2	PEL2	External	Relevant to duties
Certificate III in Government Security- Introduction into Security Risk Management	1,100	1,100	1	PSL4	External	Relevant to duties
Certificate IV in Training and Assessment	3,250	3,250	1	PSL5	External	Relevant to duties