

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**ADDITIONAL BUDGET ESTIMATES 2013**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Australian Public Service Commission

**Outcome/Program:** Cross Portfolio

**Topic:** Education expenses

**Senator:** Ryan

**Question reference number:** 98

**Type of question:** Written

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

**Number of pages:** 1

**Question:**

What is the department/agency's guidelines on study?

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:**

The agency's guidelines on study are set out in policy. The policy provides the following overall guidelines for study:

*The APSC will support employees to undertake formal study in fields which link to the achievement of the APSC's strategic goals or which meet the employee's career development needs.*

*Assistance will be provided to Approved Students to undertake Formal Courses of study at tertiary and higher education institutions and other vocational education courses, where the study is agreed as part of an employee's individual Performance Agreement. There is no limit to the field of study which may be approved as long as the course of study links to the APSC's strategic priorities or the employee's own development needs.*

Records of individual course participation are not available. For the 2012-13 financial year to end of March 2013 (being last period for which data is available), the number of participants engaged in study by classification, and the leave granted to those employees is detailed below.

Classification	Number of participants	Study Leave granted (hrs)
APS1	1	4.8
APS3	2	13.3
APS4	9	97.5
APS5	16	89.3
APS6	12	1906.5
EL1	21	6032.4
EL2	1	7.5
Total	62	8151.3