

Department/Agency: Department of the Senate

Topic: Education expenses

Senator: Senator Ryan

Question reference number: 53

Type of question: Written

Questions

- 1. Has there been a change to the department/agency's guidelines on study since the 2012-13 Budget Estimates (May 2012)? If yes, please provide details.**

Answer

No.

- 2. 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

Employees of the department participate in a range of professional development activities including Corporate Induction Program sessions, parliamentary-specific training sessions, seminars and lectures and other activities focussed on developing skills relevant to their work (e.g. leadership, time management and IT skills etc). The majority of these sessions are delivered in house, by employees from the department at no cost to the department (other than time spent participating in the professional development activities).

Since 1 July 2012, the following training has been delivered by external training providers at a cost to the department:

Seminars and conferences on subject matter relevant to employees' duties including parliamentary-specific topics, employment law, administrative law, project management and IT.

Two employees participated.

Total cost = \$894.55

Cost per participant = \$447.27

No study leave provided as seminars and conferences were generally participated in during work time.

Training courses provided either in house or externally, by external training providers on subject matter relevant to employees' duties (e.g. editing, writing and proof-reading, IT, project management, health and safety representatives responsibilities and employee well-being).

39 employees participated (some employees participated in more than one training course)

Total cost = \$7,429.51

Cost per participant = \$190.50

Training Course	Total Cost	Number of participants	Cost per participant	Reason for training
Parliamentary Law Course	\$2947.30	2	\$1473.65	Parliamentary specific training
Australian Public Service Commission training	\$1731.81	3		Skills for the workplace
Dealing with Difficult Calls	\$850.00	16	\$53.13	Skills for the workplace
Employee Assistance Provider Presentation – Stress and Stress Management	No cost.	15	No cost.	Skills for the workplace
Health and Safety Representative training	\$750.00	1	\$750.00	Skills for the workplace
Vision Australia – Writing for the Web	\$631.82	1	\$631.82	Skills for the workplace
Other conferences and training	\$518.58	1	\$518.58	Skills for the workplace

Study leave was not provided to employees to participate in these sessions as they were generally conducted during work time.

The department is also supporting four employees through the department's Studybank scheme, providing both study leave and financial assistance. Employees supported through this scheme are studying a variety of subjects including IT, teaching, law, business administration and public policy. One hundred and sixty-six hours of study leave has been granted since 1 July 2012. This is an average of 41.5 hours per employee.

A total of \$1,000 has also been provided in financial assistance for these studies.

In addition to the professional development activities detailed above, employees participate in activity such as professional reading, mentoring and on-the-job training, which have not been included in the costs detailed above.