



Procedure - Learning and Development (L&D)

To be read in conjunction with the Policy - Learning and Development

INTRODUCTION

The objective of this procedure is to provide a framework for employees to participate in Attorney-General's Department (AGD) and external L&D activities and to apply for L&D assistance, including financial assistance and paid or unpaid leave. Detailed information on the Performance Review & Development (PR&D) process is available in the PR&D Handbook on the AGD intranet.

DEFINITIONS

AGD L&D Activity

L&D Corporate Training Program activities available to AGD employees. These are managed by People Strategy and are generally in-house workshops, courses and seminars.

Other AGD Business Units may also manage in-house L&D activities for their employees, and may extend those opportunities to all AGD employees at their discretion.

External L&D Activity

L&D activities managed by service providers external to the AGD. These activities may include public or private workshops, conferences and tertiary studies. This also includes professional memberships and continuous professional development, with such institutions as CPA Australia and The Law Society of South Australia.

L&D Assistance

Departmental support, including financial assistance and paid or unpaid leave for employees to undertake L&D activities.

Tertiary Studies

Education undertaken that is provided by higher education and Vocational Education and Training (VET) providers, including universities, Technical and Further Education institutions and Registered Training Organisations.

PROCEDURES

Criteria for assessing applications for attendance to L&D activities and for L&D assistance

In considering applications for attendance to L&D activities and for L&D assistance managers should consider the following criteria:

- alignment with AGD's strategic priorities and business needs;
- relevance to the employee's current role or aspiring role;
- employee's employment status. The employee must be employed by the Department for the entire period of their undertaking of the L&D activity;
- Development Objectives and Mandated Training Requirements outlined in the employee's PR&D Plan;
- capacity for the employee to gain relevant knowledge and skills to perform and develop in their role;

- the employee's performance in their role. Whether any issues have been raised with the employee that indicate concerns about their ability to fulfil the requirements of their role whilst considering the additional demands associated with undertaking the activity;
- whether the nominated activity is the best approach to meeting the employee's L&D requirements;
- previous L&D activities undertaken and L&D assistance provided to the employee;
- amount of L&D assistance applied for;
- operational requirements of the Business Unit;
- available Business Unit funds;
- succession planning for the Department; and
- cost/benefit analysis of the activity.

These criteria are also to be used to determine the level of L&D assistance approved. For example, where considerable L&D financial assistance has already been provided to the employee for an L&D activity of high benefit to the Department, it may be appropriate to approve a lower level of L&D assistance. This could include, for example, paid L&D leave assistance, but only a percentage of L&D financial assistance.

Mandatory Training

Work Health and Safety Induction Training is detailed in the Induction checklist, and must be undertaken at the stated times during the induction period as per the *Induction Policy and Procedures*.

Managers are responsible for ensuring the required training is undertaken as per the AGD Work Health and Safety Training Matrix for employees who are nominated for the following roles:

- First Aid Officer
- Fire Warden
- Health & Safety Representative
- Workplace Conduct Contact Officer

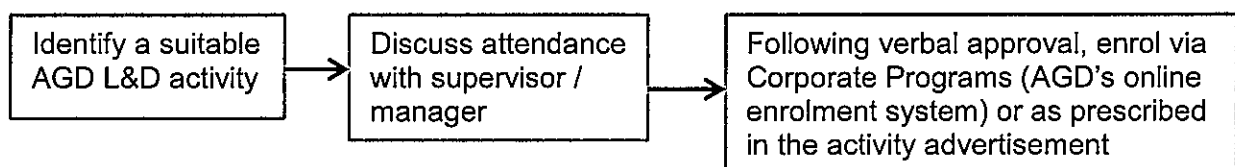
Disability Awareness Training is an online program, to be undertaken in accordance with the Induction Checklist, and is accessed through the AGD Induction Framework page on the AGD intranet.

Aboriginal Cultural Awareness Workshop is a half day workshop to be undertaken in accordance with the Induction Checklist. Booking is made through the Corporate Programs online booking system on the AGD intranet.

Business Units must arrange for attendance at mandatory training activities. Training costs for these roles are corporately funded.

Corporately Funded Training

Corporate L&D Program activities are detailed on the Corporate Training page of the AGD intranet.



Cancellation and non-attendance fees for AGD L&D activities

The Department makes a considerable investment in funding L&D activities. Cancellations or non-attendance by employees who have enrolled to attend these activities results in inadequate use of the Department's resources. For this reason, Business Units will be charged a fee prescribed by People Strategy when:

- an employee of the Business Unit is enrolled to attend an AGD L&D activity managed by People Strategy and cancels their enrolment less than ten (10) business days prior to the commencement date of the activity; or
- an employee of the Business Unit is enrolled to attend an AGD L&D activity managed by People Strategy and does not attend.

In the above circumstances, Business Units should endeavour to find a replacement employee from within their Business Unit or Division to attend the AGD L&D activity and notify People Strategy of the arrangement. Business Units who send a replacement employee will not be charged the prescribed cancellation or non-attendance fee.

It is the responsibility of the manager of the employee enrolled in an L&D activity to, as soon as practicable, notify People Strategy if an employee did or will not attend a scheduled L&D activity/ies for any reason.

The prescribed cancellation or non-attendance fee may be waived in exceptional circumstances at the discretion of the Manager, Workforce Development.

For L&D activities managed by other Business Units outside of People Strategy, it is at the discretion of that Business Unit whether they prescribe fees for enrolment cancellation or non-attendance by employees of other Business Units.

Business Unit Funded Training

It is the Business Unit's responsibility to identify, manage and fund the role specific training needs i.e. technical skills development of their employees, in line with each employee's PR&D Plan. These procedures apply to external L&D activities, including seminars, conferences and courses. Except where indicated, they also apply to tertiary studies. Further details on the procedures for tertiary studies are in the following Study Assistance section.

Employees may apply for L&D assistance in the form of:

- Financial assistance; and/or
- Paid leave assistance; and/or
- Unpaid leave assistance.

Paid or Unpaid L&D Leave Assistance

Employees may request paid or unpaid leave to assist with undertaking L&D activities. Paid or unpaid L&D leave assistance is at the discretion of the requesting employee's Business Unit. Managers are to take into consideration the criteria outlined earlier in these procedures when assessing applications for paid or unpaid L&D leave assistance. This may include paid or unpaid leave for travel time to attend activities.

Employees undertaking tertiary studies are expected to schedule study outside of working hours where possible. Any attendance at external L&D activities during work hours, whether taken as paid or unpaid leave, must be approved by the employee's manager.

Paid L&D leave assistance will not be approved for employees repeating tertiary study subject(s) due to unsuccessful completion. The employee's manager has the discretion to waive this provision in the event that extenuating circumstances have caused or largely contributed to the unsuccessful completion of the subject(s).

L&D Financial Assistance

Employees may request financial assistance for their undertaking of external L&D activities. L&D financial assistance, including the percentage (0-100%) of financial assistance approved, is at the discretion of the requesting employee's Business Unit. Managers are to take into consideration the criteria outlined earlier in these procedures when assessing applications for L&D Financial Assistance.

Employees should not be dependant on financial assistance to fund their undertaking of external L&D activities.

Should the employee transfer to another Business Unit within the Department, on either a term or ongoing capacity, it is the responsibility of the employee's former and current managers to negotiate which Business Unit is to fund the employee's L&D financial assistance. If an agreement is not reached, the Business Unit which provided the approval is responsible for the cost.

With the exception of tertiary studies, Business Units may exercise discretion as to the requirement of an employee to pay upfront for their undertaking of external L&D activities from their personal funds. Employees required to pay upfront for the undertaking of external L&D activities from personal funds, may apply for the reimbursement of this payment.

Study Assistance

Applications for study assistance, in the form of paid or unpaid L&D leave assistance and/or L&D financial assistance for the undertaking of tertiary studies are to be assessed on a per semester or study period basis. Employees seeking L&D financial assistance for the undertaking of tertiary studies are therefore to submit their External Learning & Development (L&D) Activity Application one (1) month prior to the commencement of the respective semester or study period to allow for adequate consideration.

Employees are required to pay upfront for their undertaking of tertiary studies from their personal funds and may apply for the reimbursement of this payment (excluding any HECS-HELP discount received, union and administration fees and costs for books, equipment and stationery) from the Department upon their successful completion of the associated subject(s) and provision of official evidence of the payment.

If an employee is unable to pay upfront, and instead accumulates a HECS-HELP (Higher education loan program), reimbursement by the AGD will be paid directly to the Australian Taxation Office on successful completion and provision of official evidence of the relevant debt.

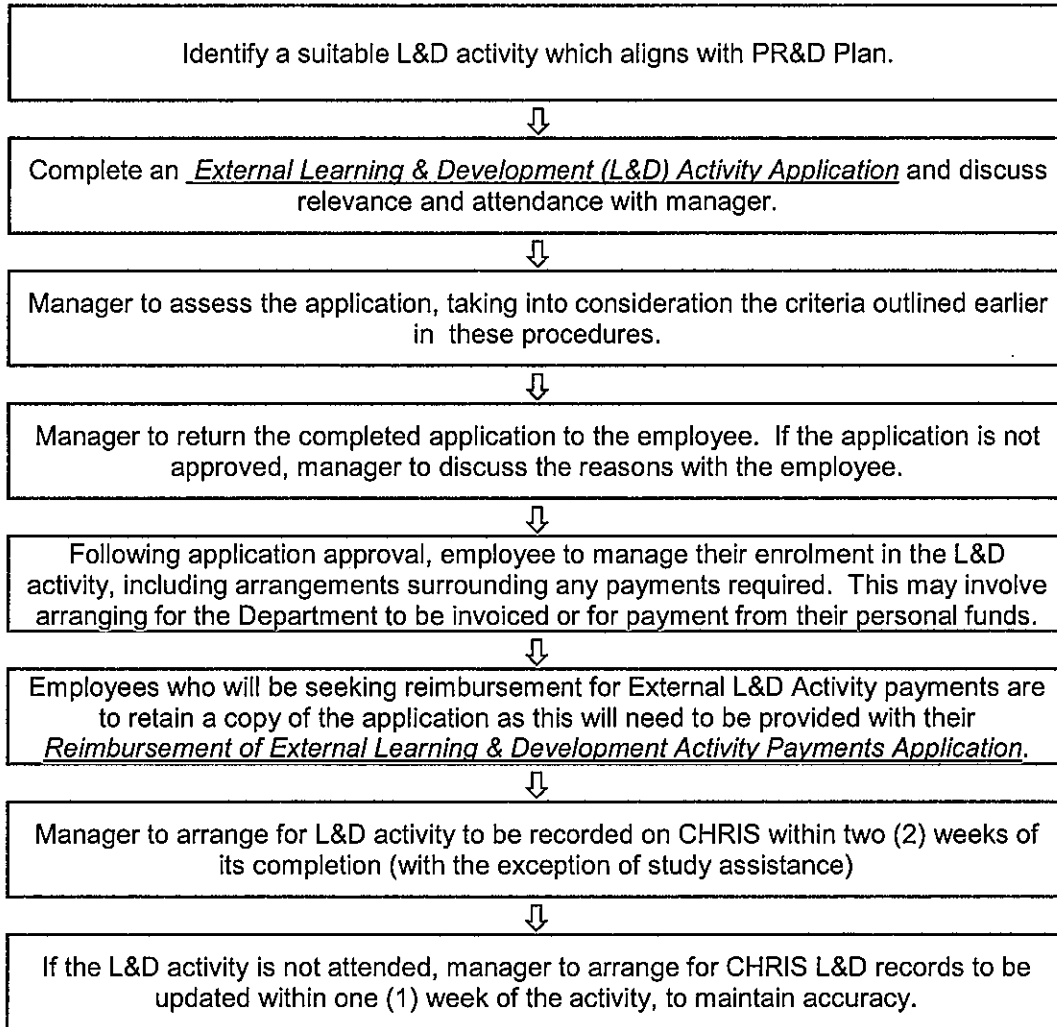
Reimbursement of payments for the undertaking of tertiary studies is only available to employees with ongoing employment status with the public sector.

Should the employee cease employment with the Department prior to successful completion of the L&D Activity, reimbursement will not be provided, irrespective of prior approval.

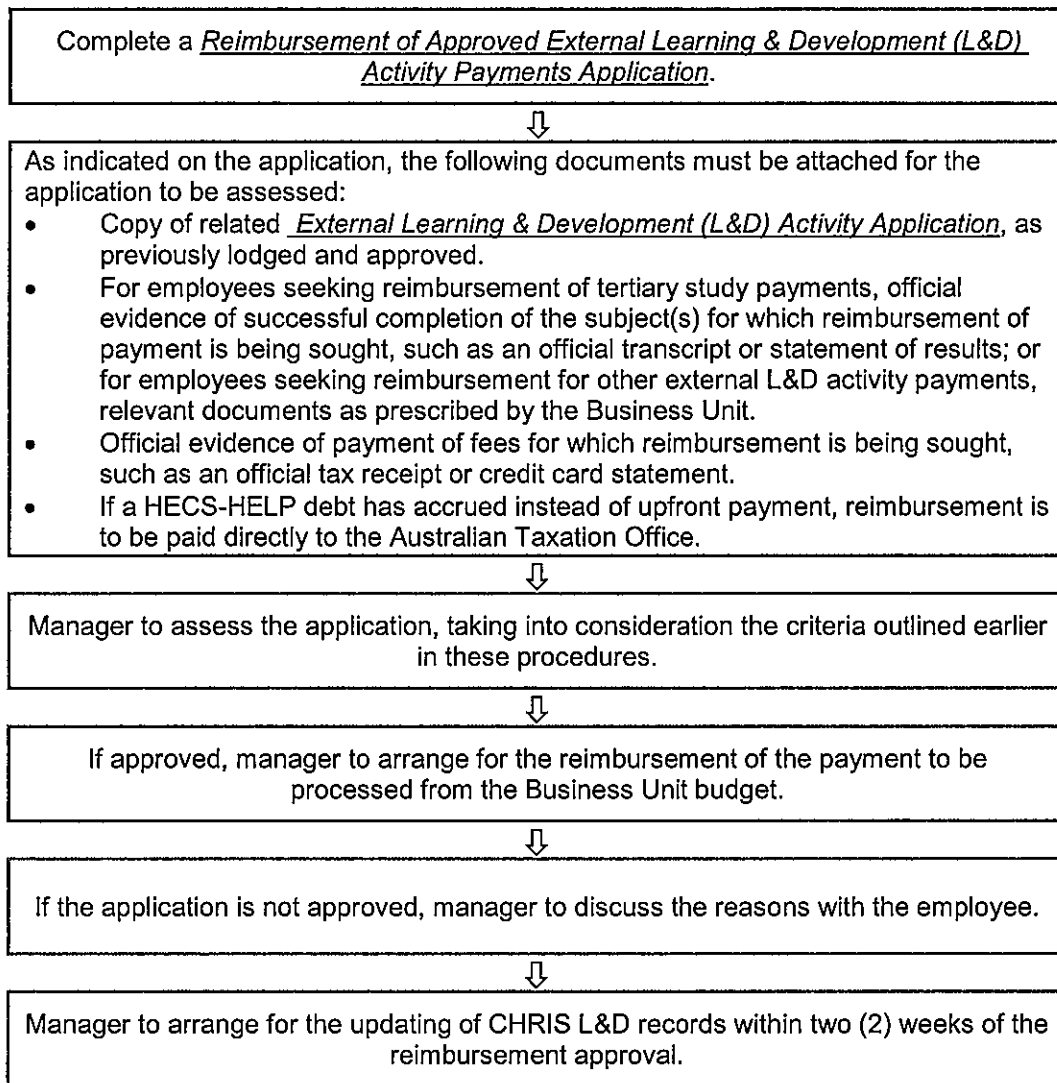
Recommendations for the approval of paid L&D leave assistance for the undertaking of tertiary studies:

- Paid L&D leave assistance is to only be approved for the undertaking of tertiary studies within the Department's bandwidth of 8:00am and 6:00pm Monday to Friday.
- Paid L&D leave assistance may be approved up to a maximum of five (5) hours per week or sixty five (65) hours per semester. Managers may exercise discretion with regard to the flexible use of this time to accommodate individual requirements.
- Paid L&D leave assistance may be granted to undertake exams.
- Paid L&D leave assistance for travel time to attend tertiary studies may be approved up to a maximum of 30 minutes per attendance.

Application & enrolment process for External L&D Activities (inc Study Assistance)



**Application process for the reimbursement of External L&D Activity payments
(inc Study Assistance)**



REFERENCES

- Induction Policy and Procedures
- AGD Work Health and Safety Training Matrix

ATTACHMENTS

External Learning & Development (L&D) Activity Application

This form is to be used by employees to request approval to attend an External L&D Activity and/or for L&D Assistance, including Paid or Unpaid L&D Leave Assistance and/or L&D Financial Assistance, from their Business Unit.

Reimbursement of External Learning & Development (L&D) Activity Payments Application

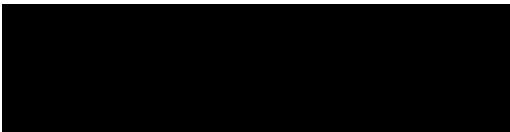
This form is to be used by employees to request approval for the reimbursement of External L&D Activity payments, including payments for tertiary study, from their Business Unit.

DOCUMENT DETAILS AND CHANGE HISTORY

Document Name	Learning and Development Procedures
Document Number	12/1314 & 13/0392
Document Location	People Strategy
Business Unit	People Strategy
Version & Endorsed Date	DRAFT
Review Date	August 2018
Confidentiality	C1 Public and Unrestricted

Previous		Changes from previous version	Author
Version	Issue date		
		New procedures created in conjunction with new Learning and Development Policy to replace existing Study Assistance Policy and Study Assistance Procedures, and Training and Development Policy and Training and Development Procedures.	<i>Workforce Development, People Strategy</i>

Endorsed by:



E/Director, People Strategy
 Attorney-General's Department
 Date: 22/11/13



EXTERNAL LEARNING & DEVELOPMENT (L&D) ACTIVITY APPLICATION

Requesting approval to attend an External L&D Activity (including Study Assistance) and/or L&D Assistance (Paid or Unpaid Leave and/or Financial Assistance), from your Business Unit.

EMPLOYEE DETAILS		
NAME:		
EMPLOYEE NUMBER:	TELEPHONE:	
L&D ACTIVITY INFORMATION		
ACTIVITY / COURSE NAME:		
Start Date:	End Date:	Semester (if applicable)
Total Duration of Activity (in hours)	Total Duration of travel time (in hours)	
If undertaking tertiary studies, please attach details of all relevant study dates and times.		
PROVIDER / INSTITUTION NAME:		
Location (venue):		
REQUEST FOR PAID / UNPAID LEAVE		
<input type="checkbox"/> I request paid leave of _____ hours to attend this activity AND / OR		
<input type="checkbox"/> I request unpaid leave of _____ hours to attend this activity		
REQUEST FOR FINANCIAL ASSISTANCE		
Note: Financial Assistance is by way of REIMBURSEMENT of payments on successful completion of the subject(s). The requirement to pay the fees up front may be waived by the Business Unit for L&D Activities EXCEPT FOR TERTIARY STUDIES, which are paid by reimbursement only.		
Cost of Activity: \$		
Other costs (if relevant)		
Accommodation: \$		
Transport (taxis, airfares): \$		
Meals: \$		
TOTAL COST: \$		
I request financial assistance of \$ _____ for my undertaking of this activity.		
EMPLOYEE SIGNATURE		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	This L&D Activity is aligned with the Development Objectives outlined in my Performance Review and Development Plan
If No, please outline the benefits and relevance of the Activity:		
Employee's Signature:		Date
MANAGER APPROVAL		
Please tick all which apply:		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	I have <u>delegation</u> and approve the request for L&D Leave of _____ hours paid leave AND / OR _____ hours unpaid leave to attend the Activity.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	I have <u>financial delegation</u> and approve the request for L&D Financial Assistance of \$ _____ from the Business Unit budget for this Activity.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	I have considered the criteria listed in the Learning & Development Procedures in my assessment of this application.
If No, please provide reason(s) and discuss these with the employee:		
Manager's Signature:		Date
Name:	Title of role:	

BUSINESS UNIT TO RECORD ACTIVITY ON CHRIS DATABASE (with exception of study assistance - to be entered upon reimbursement approval)

Date entered into CHRIS: / /

Entered by:



**REIMBURSEMENT OF APPROVED EXTERNAL LEARNING AND DEVELOPMENT (L&D)
ACTIVITY PAYMENTS APPLICATION**

Request for reimbursement of previously approved External L&D Activity Payments, including payments for tertiary studies, from your Business Unit.

EMPLOYEE DETAILS	
NAME:	
EMPLOYEE NUMBER:	TELEPHONE:
SUBJECT INFORMATION	
ACTIVITY / COURSE NAME:	
PROVIDER / INSTITUTION NAME:	
If undertaking tertiary studies, please provide relevant details below. If additional space is required, please attach further details to this form.	
Subject Title	Result
REQUEST FOR REIMBURSEMENT OF EXTERNAL L&D ACTIVITY PAYMENT	
Note: The reimbursement of External L&D Activity Payments EXCLUDES any HECS-HELP discount received, union & administration fees and costs for books, equipment & stationery.	
I apply for reimbursement of payment of \$_____ for my undertaking of this activity, & (please tick):	
<input type="checkbox"/> have attached a copy of my approved <i>External Learning and Development (L&D) Activity Application</i> ; AND	
<input type="checkbox"/> have attached official evidence (official transcript or statement of results) of my successful completion of the subject(s) for which reimbursement of payment is being sought; OR if seeking reimbursement for other External L&D Activity payments, relevant documentation as prescribed by the Business Unit: AND	
<input type="checkbox"/> have attached official evidence (official tax receipt or credit card statement) of my payment of fees for which reimbursement is sought; OR	
<input type="checkbox"/> have attached official evidence of relevant HECS-HELP debt accumulated, for reimbursement to the Australian Taxation Office.	
<input type="checkbox"/> declare that the information in this application is true and correct.	
Employee's Signature:	Date:
MANAGER APPROVAL Please tick all which apply:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	L&D Financial Assistance was pre-approved from the Business Unit budget, as per the <i>External Learning & Development (L&D) Activity Application</i> .
<input type="checkbox"/> Yes <input type="checkbox"/> No	Evidence of successful completion of the subject(s) for which reimbursement of payment is being sought AND evidence of payment or HECS-HELP debt accumulation has been sighted.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I have <u>financial delegation</u> and approve the request for reimbursement to the amount of \$_____ from the Business Unit budget.
<input type="checkbox"/> Employee <input type="checkbox"/> Australian Taxation Office	Reimbursement is to be made to:
If No selected above, please provide reason(s) and discuss these with the employee:	
Note: The Business Unit is responsible for the processing of the approved reimbursement to the employee. Please contact AGD Finance and Business Services if you require assistance.	
Manager's Signature:	Date:
Name:	Title of role:

BUSINESS UNIT TO UPDATE CHRIS DATABASE RECORDS

Date entered into CHRIS: / / Entered by: