

1. THE PURPOSE AND ROLE OF THE STUDY ASSISTANCE REVIEW PANEL (THE SARP)

The purpose of the SARP is to provide strategic direction and leadership on the level of study assistance offered to SafeWork SA employees. The role of the SARP is to:

1. Evaluate study assistance applications in accordance with the standard operating procedure
2. Provide a forum to consider training proposals outside the annual SafeWork SA Training Plan and budget
3. Consider and review any other training related matter of merit

2. RESPONSIBILITIES

The Panel will evaluate applications for study assistance based on the:

1. Principles of consistency, transparency, confidentiality and equity
2. Significant advantage or benefit to core business, the needs of the Department or wider public sector
3. Study that is identified through the PR&D process or individual request to address specific business need
4. Ability to prepare the employee for career opportunities within SafeWork SA and the public sector
5. Potential to enhance the performance of specified functions reflected in a position description
6. Feasibility of the study assistance with respect to current resourcing and budget implications
7. Ability of applicant to perform their job description at the level required

Members of the Panel will commit to:

1. Attending all scheduled meetings and if necessary nominate a proxy
2. Make timely recommendations and take action to progress study assistance applications
3. Notifying other members on emergent matters that may be deemed to affect the recommendations of the Panel

Members of the Panel will expect:

1. That each member will be provided with accurate and meaningful information in a timely manner
2. To be alerted to potential risks and issues that could impact on the program and budget as they arise
3. Open and honest evaluation without resort to any misleading assertions or influence

3. MEMBERSHIP

The Panel comprises:

Director, Corporate and Governance

Manager, Corporate Services

Training and Resources Coordinator, Corporate Services

Outcome from the meeting of the above attendees is presented to the Executive Director to be approved and signed

4. MEETING FREQUENCY

The SARP will convene once a year in May to evaluate applications, to meet South Australian Tertiary Admission Centre and Public Sector Management Program mid-year enrolment dates. A quorum of three is required for the meeting to proceed.

5. TERM

This term of reference is effective from March 2018 and will be reviewed every 36 months from the date of issue. However, this document must be immediately modified if processes change.

Approved:

Executive Director, SafeWork SA

Date of Signature / /