

KEMPSEY SHIRE COUNCIL

STUDY ASSISTANCE

Procedure 5.5.19

Policy No. and Title	5.5	Conditions of Employment Policy
Procedure	5.5.19	Study Assistance
Version	1	
Date Adopted	30 November 2011	

1 OBJECTIVE

To provide encouragement and support to all permanent staff who wish to undertake an approved course of study.

For internal training or attendance at training courses, seminars or conferences refer to the Learning and Development Procedure 5.5.20.

2 ELIGIBILITY

Employees may attend approved courses through Technical and Further Education (TAFE) Colleges of Advanced Education, Universities and other selected educational institutions.

Approved courses are those, which relate to the employee's work at Council (essential qualifications) e.g. a trainee engineer undertaking a Bachelor of Civil Engineering.

Courses that might not directly relate to an employee's current job may also be considered e.g. a person working in stores undertaking an accountancy certificate – those courses that may have long-term benefits to Council and which may enhance an employee's career pathway within Council.

3 APPLICATION FOR APPROVAL TO UNDERTAKE COURSE

- a) Any employee wishing to apply for study assistance is required to submit an application on the standard form titled Study Assistance Application Form HRM040 (*see Appendix A*).
- b) Applications should be forwarded by the employee to the Unit Manager for comment in relation to the Unit HR Strategy. The Manager should indicate support or rejection of the application.
- c) Applications should be forwarded by the Unit Manager to the Department Director for comment in relation to the Department HR Strategy. The Director will consult with the Team Leader Human Resources prior to approving or rejecting the application.
- d) Applications having been signed by the Department Director should then be forwarded to Human Resources for comment in relation to the policy and filing/processing.

4 PROCESSING

Human Resources will estimate the total expenditure, which is then recorded in CivicView.

The employee will then be sent a letter detailing the approval/non-approval and cost that they are eligible to have reimbursed by Council.

Documentation will be filed on the employee's personal file and in CivicView.

5 ASSISTANCE PROVIDED BY COUNCIL

<i>Guidelines</i>	<i>Essential Qualifications</i>	<i>Desirable Qualifications</i>
Definitions	Qualifications designated by Council to be a necessary requirement of a position.	Qualification that is consistent with a Council position but not a requirement of it. It can for example, be used to improve an employee's opportunity for promotion or transfer to other positions within Council
Attendance at Lectures and Travelling Time	Approval in this category will mean leave with pay will be granted, to attend lectures as prescribed by the syllabus, which fall within ordinary working hours.	The equivalent of up to 2 hours per week or 2 weeks per year. This time may be accumulated in blocks to attend compulsory Residential Schools or other activities associated with studies.
Examination Leave	Leave with pay for the actual time of examination will be granted. No leave is available for 'studying' for exams or completing assignments.	Leave with pay for the actual time of examination will be granted. No leave is available for 'studying' for exams or completing assignments.
Fees	Course fees to a maximum of \$4,000, including prescribed textbooks, HECS, travel and accommodation (actual reasonable).	Reimbursement will be determined at the time of application, based on the degree of relevance to the Council up to a maximum of 75% of \$4,000 for course fees including prescribed text books, HECS, travel and accommodation to compulsory Residential Schools.
Residential Schools	Leave with pay will be granted to attend compulsory residential schools – maximum entitlement of 10 days leave per annum. Not to apply to any employee whilst repeating any stage.	Leave with pay will be granted to attend compulsory residential schools – maximum entitlement of 10 days leave per annum. Not to apply to any employee whilst repeating any stage.
Graduation	Employees will be granted leave with pay for one day to attend graduation ceremonies at the completion of the course.	Employees will be granted leave with pay for one day to attend graduation ceremonies at the completion of the course.

6 WITHDRAWAL/VARIATION OF STUDY ASSISTANCE

- a) No time off with pay will be allowed in respect of subjects that have been attempted and failed in previous semesters.
- b) Reimbursement of course fees will not apply to repeated subjects.
- c) To retain sponsorship in accordance with the study assistance procedure employees must pursue the relevant course continuously until completion, unless they show good and substantial reasons for any break in the course, or where units are not offered by the tertiary institution.

- d) The General Manager has authority to suspend or withdraw sponsorship of any student in the event of a student's unsatisfactory progress in a course of study. 'Unsatisfactory progress' shall mean repeated subject failures and/or failing to meet the requirements of the education institutions for continuation in the course.

7 EMPLOYEE OBLIGATIONS

- a) Employees participating in Council's Study Assistance Program are required to attend compulsory residential schools/workshops (where applicable) and complete relevant assignments/examinations to a 'pass' standard to be eligible to continue in the Program.
- b) All employees undertaking courses of study must submit copies of their annual or semester examination results to the Team Leader Human Resources who will provide a progress report to MANEX of external courses undertaken by staff at the end of each year including:
 - i) Employee name.
 - ii) Employee position.
 - iii) Course being studied.
 - iv) Units attempted and results each semester.
- c) If this standard is not maintained, the Employer has the option to withdraw Study Assistance and review the employees' position, where essential criteria cannot be met.
- d) In the event of an employee failing any subject at any stage within a semester they will have the opportunity to re-sit the failed subject/s at their cost. Alternatively, the employee shall refund Council, over a period of up to twelve months, the amount paid out for the failed subject/s (inclusive of HECS/TAFE fees, travel accommodation, books and other charges). The employee may make arrangements for deductions to be made from their pay. In special circumstances the General Manager may vary this requirement.
- e) Where an employee leaves the employ of Council prior to the completion of the course the employee shall refund Council the balance of any pre-paid fees for the current semester and/or year (inclusive of HECS/TAFE fees, travel, accommodation, books and other charges) whichever is the greater amount.

8 GENERAL ISSUES

- a) Employees may elect to be subject to the provisions of the Local Government (State) Award or provisions of this policy, but not both.
- b) These provisions relate to apprentices, trainees and employees undertaking undergraduate qualifications and existing post graduate qualifications.

9 WORK EXPERIENCE – EXCHANGE

- a) Council in principle endorses the sponsoring of staff to be trained by employment with private enterprise, other levels of government and local authorities on a support or reciprocal exchange basis.

- b) With co-operation of the employee and other authorities, the respective Department Director submits specific proposals to the General Manager for approval and implementation.

VARIATION

Council reserves the right to renew, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.



Application for Study Assistance

Employees to complete Page 1 – Sections 1, 2 and 3

Manger/Director/Human Resources to complete Page 2 – Section 4

Council's policy provides up to a maximum of \$4000.00 contribution (inclusive of FBT) for University/TAFE fees, residential school costs, travel and accommodation and textbooks per year. Employees are entitled to up to ten (10) days leave per year for attendance at compulsory residential schools or leave to undertake exams.

No Leave is available for "studying" for exams or completing assignment.

Study assistance is only available to permanent Council employees.

SECTION 1:

Name:	<input type="text"/>	Employee No.	<input type="text"/>
Department:	<input type="text"/>	Business Unit:	<input type="text"/>

SECTION 2:

Name of Course being undertaken:	<input type="text"/>
Institution:	<input type="text"/>
Present stage in course:	<input type="text"/>

SECTION 3:

Estimated leave requirements:

Exam leave (date/s):	<input type="text"/>
Residential leave (date/s):	<input type="text"/>
Total Leave: (maximum 10 days)	<input type="text"/>
Comments to support you application:	<input type="text"/>

Financial Assistance Requested (either claim or reimbursement):

	Estimated Cost	Actual Cost
Fees:	<input type="text"/>	<input type="text"/>
Resident Fees:	<input type="text"/>	<input type="text"/>
Travelling:	<input type="text"/>	<input type="text"/>
Books:	<input type="text"/>	<input type="text"/>
Employee Signature:	<input type="text"/>	Date: <input type="text"/>

SECTION 4:

Part A:	Manager to provide comments in respect of Human Resources Strategy:		
Support:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Manager Signature:		Date:	

Part B:	Director to provide comment in respect of Departmental Human Resources Strategy: Director to consult with the Team Leader Human Resources regarding application/decision.		
Links to:			
Category Type:	Sponsored	Assisted	
Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Allocation Number:
Director Signature:		Date:	

Part C:	Team Leader Human Resources to provide comment in respect of Staff Policy – Study Assistance.		
Team Leader Human Resources Signature		Date:	
Employee advised by mail/personnel records/CivicView updated:	By:	Date:	