



BOULIA SHIRE COUNCIL

Study and Training Policy

Category:	Policy
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Keyword Classification:	Staff/Study/Education
Summary:	The purpose of this policy is to encourage staff to undertake education that improves their professional qualifications and enhances their ability to contribute to Council's corporate objectives.
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Date revoked:	n/a
Related documents:	Policy 115 Employee Travel Policy
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	Local Government Regulation 2012

OBJECTIVE

It is Council's policy to encourage staff to undertake education courses which will improve their ability to contribute to the corporate objectives of the organisation as well as improve their professional qualifications.

SCOPE

This policy shall apply to all employees of Boulia Shire Council.

Types of Assistance Offered

Given Council's geographic location and the nature of training courses on offer it is important that employees who request assistance from Council are willing to undertake training or attend seminars/webinars both during and outside normal working hours where travel or course requirements dictate.

The level of assistance offered to employees undertaking study or attending seminars/webinars shall be based on three categories, details of which are as follows:

Category 1 - Required Training, Seminars/Webinars and Study

A training course, seminar/webinar or study directly related to the employees current position and/or needs of the Council. It may also be a condition of employment that the employee obtains required qualifications or certificates.

Category 2 - Identified Training, Seminars/Webinars and Study

A training course, seminar/webinar or study not directly relevant to the employee's current position and/or immediate needs of the Council that is relevant to the employee's progression within the organisation or the future needs of the Council. Identified training opportunities are encouraged and supported through the performance review process.

Category 3 - Employee self education and development

A training course, seminar/webinar or study not directly relevant to the employee's current position and/or immediate needs of the Council that is of relevance to Local Government and may enhance the employee's professional qualifications and/or future job prospects within the industry.

Determination of Category of Training

In the event that the Chief Executive Officer and the employee are unable to agree upon the relevant category for a particular training course, seminar/webinar or study, then Council's ManEx team may review the matter and make a recommendation to the Chief Executive Officer. However, the Chief Executive

Officer may choose to accept or reject the recommendation of the ManEx team and the Chief Executive Officer's determination will be final.

Level of Assistance Category 1 - Required Training, Seminars/Webinars and Study

Council will generally meet the cost of all reasonable out of pocket expenses associated with the training course, seminar/webinar or study in accordance with Council policy and Award requirements.

This may include:

Fees

Council shall pay all compulsory course/seminar/webinar fees for approved employees provided however, where the employee is required to repeat a subject, no payment will be made unless previous course fees have been repaid to Council.

Travel and Accommodation

Travel, accommodation and reasonable out of pockets expenses in relation to Category 1 items will be fully reimbursed in accordance with Policy 115 Employee Travel Policy. All travel and accommodation bookings will be arranged by the Executive Assistant. Employees are not to make their own booking arrangements.

Leave

Employees will not be required to take leave to participate in Category 1 items unless:

- a) a subject is being repeated and they are required to re-sit an examination
- b) they are attending a graduation ceremony.

Use of Council facilities

The employee may make arrangements with their supervisor to utilise Council offices, printers, internet and computers etc for out of hours study or assignments as part of the Category 1 items being undertaken. Council may also assist with the provision of a laptop or other computer if one is available for use for study at home.

Textbooks and other expenses

Council will meet the full cost of prescribed texts associated with the course and any incidental expenses directly related to the training/seminar/webinar.

Category 2 - Identified Training, Seminars/Webinars and Study

Council will generally assist with the cost of reasonable out of pocket expenses associated with the training course, seminar/webinar or study as detailed below.

Fees

Council will reimburse the employee up to 50% of all compulsory course fees, including HECS-HELP fees, for approved employees undertaking such training upon satisfactory completion of each unit of study. A higher reimbursement percentage (e.g. 75% or 100%) may be authorised by the CEO upon taking into account such factors as (but not limited to):

- The employee being able to successfully complete their studies in a shorter time frame than the maximum study period allowed by the training/education provider
- Whether or not the training/seminar/webinar was conducted entirely online (no accommodation or travel fees incurred)

For example, if a tertiary course that would normally take five years to complete is finished in half the time, 100% of course fees may be covered, if it is finished in 75% of the time allowed, 75% of course fees may be covered.

Approval of a higher reimbursement rate will be considered on a case by case basis.

Travel and Accommodation

Where attendance at identified training, seminars/webinars and study is approved, Council will reimburse costs associated with travel, accommodation and out of pocket expenses, in accordance with Policy 115 Employee Travel Policy. All travel and accommodation bookings will be arranged by the Executive Assistant. Employees are not to make their own booking arrangements.

Special Leave

- a) Council will grant leave with pay to a staff member to allow attendance at relevant training or seminars/webinars to a maximum of three (3) days per annum.
- b) Council will grant leave with pay of one day to sit for examinations. Where a subject is being repeated no such leave with pay will be granted.
- c) The employee may utilise other approved leave for any additional time required for attendance or study, graduation ceremony attendance etc.

Use of Council facilities

The employee may make arrangements with their supervisor to utilise Council offices, printers, internet and computers etc for out of hours study or assignments as part of the course/training being undertaken. Council may also assist with the provision of a laptop or other computer if one is available for use for study at home.

Textbooks and other expenses

Council will reimburse up to 50% of the cost of prescribed texts associated with the course and any incidental expenses directly related to the training/seminar/webinar.

Category 3 - Employee self education and development

Council will generally assist with the cost of reasonable out of pocket expenses associated with the training course, seminar/webinar or study as detailed below.

Fees

Council will reimburse up to 25% towards course fees, including HECS-HELP fees, for approved employees undertaking such training upon satisfactory completion of each unit of study. A higher reimbursement amount may be authorised by the CEO upon taking into account such factors as (but not limited to):

- The employee being able to successfully complete their studies in a shorter time frame than the maximum study period allowed by the training/education provider
- Whether or not the training/seminar/webinar was conducted entirely online (no accommodation or travel fees incurred)

For example, if a tertiary course that would normally take five years to complete is finished in half the time, 75% of course fees may be covered, if it is finished in 75% of the time allowed, 50% of course fees may be covered.

Approval of a higher reimbursement rate will be considered on a case by case basis.

Travel and Accommodation

Where attendance at identified training, seminars/webinars and study is approved, Council will reimburse costs associated with travel, accommodation and out of pocket expenses, in accordance with Policy 115 Employee Travel Policy. All travel and accommodation bookings will be arranged by the Executive Assistant. Employees are not to make their own booking arrangements.

Special Leave

The employee may utilise approved leave for any time required for attendance at training or study etc.

Use of Council facilities

The employee may make arrangements with their supervisor to utilise Council offices, printers, internet and computers etc for out of hours study or assignments as part of the course being undertaken. Subject to CEO approval

on a case by case basis, Council may also assist with the provision of a laptop or other computer if one is available for use for study at home.

Textbooks and other expenses

Council will reimburse up to 25% of the cost of prescribed texts associated with the course and any incidental expenses directly related to the training/seminar/webinar.