



Ad Hoc Training Guidelines

Background

1. The Enterprise Agreement provides for a Professional Development Program at clause 65.1 and ad hoc learning and development opportunities at clauses 65.8 and 65.9.
 - a) Refer to online form - [Application to attend ad hoc training](#)

Ad hoc training and professional development

2. Approval to attend ad hoc training and professional development activities must be sought from the Parliamentary Workplace Support Services (PWSS) and must have the support of the employing member. Employees are encouraged to seek approval prior to the training as no reimbursement of costs will be made without the support of the employing member and the approval of PWSS. The final decision to approve or not approve reimbursement rests with the PWSS. If PWSS does not approve an application, the reason for this decision will be provided in writing to the employee.
3. In approving applications to attend ad hoc training and professional development activities PWSS will consider, in consultation with the employing member where relevant, the following:
 - a) whether the activity directly relates to the employee's duties, tasks and responsibilities
 - b) whether the activity represents value for money
 - c) whether an activity with similar outcomes is available through the Professional Development Program offered by PWSS
 - d) whether the employee is a personal staff member (see point 5 below).
4. Reimbursement of approved ad hoc training costs will be made when relevant invoices and receipts are provided to PWSS. Alternatively, arrangements may be made with PWSS for an invoice to be provided directly to PWSS by the service provider.

Training provided through home departments

5. When the home departments of Ministers, Parliamentary Secretaries and Presiding Officers provide portfolio related training to personal employees, the relevant home department meets all costs associated with this training. The home department also meets the cost of all ad hoc training for these employees.