

Our Ref: 2-1-1/028

Enquiries: Mr K Fitz

CIRCULAR TO DEPARTMENTS AND AUTHORITIES NO 8 OF 1992

INCLUSION OF TERTIARY ENTRANCE EXAMINATION (TEE) STUDY AS GROUNDS FOR STUDY LEAVE ASSISTANCE

In Circular to Departments and Authorities No. 22 of 1988 the power to approve applications for study leave assistance for wages employees was delegated to agencies. Similarly, in 1988 the power to approve applications for study leave assistance for public servants under Administrative Instruction 401 was delegated from the Public Service Commission to Departments..

In response to requests from agencies, the list of approved courses for study leave assistance has been extended to include courses leading to the Tertiary Entrance Examination (TEE). In general this approval is subject to an employee first attempting to enter tertiary studies by sitting the Special Tertiary Admission Test (often referred to as the mature age entrance examination) organised through the Tertiary Institutions Service Centre. Tests for 1992 will be held in the metropolitan area at approximately monthly intervals, commencing in May. Tests in country areas are usually held in June and November.

However, if an employee has already enrolled for 1992 TEE studies the above condition may be waived. In addition, this condition may also be waived where the study of particular subjects is a prerequisite for entry into an intended course of non-tertiary study or training. Employees should be counselled about alternative options open to them through the technical and further education system which may be more relevant to their required work skills and future career parths.

Study leave provisions in Circular to Departments and Authorities No 22 of 1988 have been amended to reflect these changes to the study leave assistance policy as follows:

1. Add the following category to Clause 1.4 for leave to sit examinations;

or for the mature age entrance examination for tertiary admission conducted by the Tertiary Institutions Service Centre.

2. Add the following category to Clause 3 concerning approved courses:

Secondary courses leading to the Tertiary Entrance Examination (see clause 5.10) or courses preparing students for the mature age entrance examination conducted by the Tertiary Institutions Service Centre.

3. Add a new Clause 5.10:

Study leave for attendance at courses leading to the Tertiary Entrance Examination will generally only be granted if the employee has already unsuccessfully attempted to enter tertiary studies through the mature age entrance examination conducted by the Tertiary Institutions Service Centre. However, this condition will not apply if a pass in certain subjects is a prerequisite for entry into an intended course of non-tertiary study or training which meets the requirements of Clause 1.5(e) and Clause 5.3.

A copy of the new consolidated study leave provisions for wages employees containing the above amendments is attached.

Pending negotiations with the TLC and relevant unions, it is anticipated that similar amendments will be made to all Government awards containing study leave provisions.

Review of Study Leave Provisions

The Department of Productivity and Labour Relations is undertaking a review of all aspects of the current study leave provisions contained in this Circular to ensure that the policy reflects current industrial trends such as vocational training linked to award restructuring, the role of enterprise agreements and the distinction between "in house" training and study leave. It is also intended to incorporate the current English in the Workplace policy conditions into the new study leave policy. Agencies are invited to participate in this review by initially providing comment on which, if any, existing study leave conditions need to be altered. Such comment should be sent to the Study Leave Coordinator at the Department of Productivity and Labour Relations by 28 August 1992. A discussion paper will be prepared which incorporates these views into a revised policy and subsequent comment will be invited from interested parties.

STEPHEN HOME
A/CHIEF EXECUTIVE OFFICER
15 June 1992

STUDY ASSISTANCE FOR WAGES EMPLOYEES

1. Conditions for Granting Time Off

1.1 An employer may be granted time off with pay for part-time study purposes at the discretion of the Chief Executive Officer.

1.2 Time off with pay may be granted up to a maximum of five hours per week including travelling time, where subjects of approved courses are conducted during normal working hours. The equivalent applies if studying by correspondence.

1.3 External students who are obliged to attend educational institutions for compulsory sessions during vacation periods, may be granted time off with pay including travelling time up to the maximum annual amount allowed to an employee in the metropolitan area.

1.4 Employees shall be granted sufficient time off with pay to travel to and sit for the examinations of any approved course of study or for the mature age entrance examination for tertiary admission conducted by the Tertiary Institutions Service Centre.

1.5 In every case the approval of time off to attend lectures and tutorials will be subject to:

- a) departmental convenience;
- b) the course being undertaken on a part-time basis;
- c) employees undertaking an acceptable format study load in their own time;
- d) employees making satisfactory progress with their studies; and
- e) the course being relevant to the employee's career in the Public Service and being of value to the State.

1.6 A service agreement or bond will not be required.

2. Payment of Fees

a) Departments and Authorities are to meet the payment of higher education administrative charges for cadets and trainees who, as a condition of their employment, are required to undertake studies at a University or College of Advanced Education. Employees who of their own volition attend such institutions to gain higher qualifications will be responsible for the payment of fees.

b) This assistance does not include the cost of text books or Guild and Society fees.

c) An employee who is required to repeat a full academic year of the course will be responsible for payment of the higher education fees for that particular year.

3. Approved Courses

While we endeavour to provide accurate and up-to-date information, DOPLAR is not responsible for the results of any actions taken or not taken based on the information provided.