



Guidance

Ad Hoc Training Guideline

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1. Purpose and Authority

This guideline outlines the considerations and process for [Members of Parliament \(Staff\) Act 1984](#) (MOP(S) Act) employees to access Ad hoc training.

In accordance with Section 65.10 of the [Commonwealth Members of Parliament Staff Enterprise Agreement 2024-27](#) (EA), financial reimbursement for Ad hoc learning and development opportunities for eligible employees will be available subject to the support of the employing Parliamentarian and the approval of PWSS.

2. Key Principles

- Ad Hoc training is one of a range of learning and development options available to MOP(S) Act employees to enhance employees' skills and knowledge and contribute to the support role that employees provide to their parliamentarian.
- Employees require the support of their employing parliamentarian and the approval of the PWSS prior to enrolling in Ad Hoc training.
- Employees who are undertaking approved training should be supported by their office and are considered 'on duty' during the course contact time.
- Reimbursement of Ad hoc training is made following the successful completion (with evidence) of the training.

3. Expectations and Responsibilities

3.1 Mutual (employees and employing parliamentarians):

- Review Ad hoc training requests to assure relevance to role and value for money.
- Recognise that Ad hoc training is complementary to the employee delivering required outcomes and prioritise work accordingly.

3.2 Employees:

- Discuss capability development goals and requests for Ad hoc training with supervisor and parliamentarian.
- Attend and actively participate in approved ad hoc training.
- Advise the PWSS and employing parliamentarian of changes in employment arrangements which may impact the Ad hoc training application.
- Advise the PWSS and employing parliamentarian of any changes to the approved Ad hoc training, such as a change of date or cost, within one working week of the change.
- Submit claims for financial reimbursement to PWSS promptly after completing the training.

3.3 Parliamentarians and Authorised officer:

- Consider applications for Ad hoc training in line with the EA, this guideline and the employee's capability development needs.

- Provide employees with an appropriate level of support to access and participate in learning and development opportunities during work hours.
- Consider the impact of the requested training on the operational environment.
- Consider whether the requested training is relevant and represents value for money.

3.4 Parliamentary Workplace Support Service:

- Provide guidance to employees and parliamentarians in relation to Ad hoc training.
- Consider applications for delegate approval and process reimbursement requests.
- Provide final decision on approval and advise applicant in writing.

4. Applying for Ad hoc training

Prior to applying for Ad hoc training, the employee must receive endorsement from their employing parliamentarian.

Applications for Ad hoc training are to be submitted via the Ad hoc training [Application Form](#) prior to registering/enrolling in the training.

Applications should include parliamentarian endorsement, details of the training activity and any other factors relevant to the application individual/group.

Upon receiving a completed application, the PWSS delegate will consider the application in accordance with the provisions outlined in the EA.

The PWSS will notify the employee of the outcome in writing.

5. Approval Criteria

In approving applications to attend ad hoc training and professional development activities PWSS will consider, in consultation with the employing parliamentarian where relevant, the following:

- relevance of the training to the employee's duties, tasks and responsibilities
- whether the primary purpose of the activity is learning based (as opposed to networking or fundraising) and is an independent offering that does not exclude any members of the eligible workforce (for instance, it cannot be an exclusive party-specific event.)
- value for money
- whether an activity with similar outcomes is available through the Professional Development Program offered by PWSS
- whether the employee is a personal staff member. (Ad hoc learning and development opportunities for Government personal employees and personal employees of Presiding Officers may be provided by their home departments.)
- whether existing training is provided through the Department of Parliamentary Services (DPS) (e.g. Information Technology courses including Artificial Intelligence and Co-pilot, Adobe and graphic design software, and Microsoft suite products).

- the location of the training and training provider. The EA specifies that Ad hoc training can support courses, seminars, workshops and conferences within Australia. Online courses from overseas providers may be considered if:
 - the learning can be entirely completed in Australia with minimal disruption to an employee's regular routine
 - the details of the activity and provider are sufficiently verifiable in order to assess quality standards and value for money
 - similar learning outcomes are not available through an Australian provider
 - the learning is relevant to the employee's role
 - the activity represents value for money.

When considering whether to approve online learning from overseas based providers involving live learning outside of Australian business hours, the PWSS may also request a WHS plan be completed by the employee and their supervisor.

The final decision to approve or not approve reimbursement rests with the PWSS. If the PWSS does not approve an application, the reason for this decision will be provided in writing to the employee.

6. Financial reimbursement

The PWSS will process financial reimbursement following the completion of the approved training upon receipt of:

- evidence of the successful completion of the training (e.g. certificate of completion)
- the original tax invoice and proof of payment.

Reimbursement of approved Ad hoc training costs may be made to the applicant or their employing parliamentarian. Alternatively, arrangements may be made with PWSS for an invoice to be provided directly to PWSS by the service provider for payment upon evidence of completion of the course.

Financial reimbursement is not available for:

- a training provider's travel costs
- venue hire
- an employee's travel to and from the training. Some trips may be claimable through IPEA Trips for Training.

If an employee receives a discount for upfront or advanced payment of fees, they may only claim reimbursement for the amount paid.

7. Review of Decision

An employee who is dissatisfied with a decision made by the PWSS may request an internal review of the decision by contacting the PWSS in writing, within 28 days of receiving the decision.

Details of the PWSS internal review process can be found in the [Review of Decisions Factsheet](#).

The PWSS is unable to review a decision made by someone external to the PWSS, such as an employing parliamentarian.

Information on dispute prevention and resolution provisions is outlined in section 77 of the EA.

8. Further information

Further information regarding Ad hoc training can be sought from the PWSS Academy by email: Training@pwss.gov.au or calling: 1800 747 977.

9. Get support from the PWSS

All people who work in Commonwealth parliamentary workplaces can access confidential, trauma-aware support 24 hours a day, 7 days a week, 365 days a year. Contact the PWSS via:

- phone: 1800 PH PWSS (1800 747 977)
- SMS: 0487 112 755
- email: support@pwss.gov.au

The PWSS also provides MOP(S) Act staff and parliamentarians with HR advice, professional development, and work, health and safety support during business hours.