



Guidance

Learning and Professional Development Guideline

1. Purpose and Authority	2
2. Key Principles.....	2
3. Professional Development Programs	2
4. Executive Coaching	2
5. Related Expenses	3
6. Review of Decision	3
7. Further information.....	4
8. Definitions.....	4
9. Useful Resources	4
10. Get support from the PWSS.....	4

Learning and Professional Development Guideline

1. Purpose and Authority

This guideline provides information on learning and professional development opportunities available through the PWSS Academy, professional development programs, executive coaching, training expenses and reimbursement processes.

In accordance with Section 65 of the [Commonwealth Members of Parliament Staff Enterprise Agreement 2024-27](#) (EA), ongoing and non-ongoing *Members of Parliament (Staff) Act 1984* (MOP(S) Act) employees have access to a Professional Development Program, studies assistance (refer to the [Studies Assistance Guideline](#)) and Ad hoc training opportunities (external programs) within Australia (refer to the [Ad Hoc Training Guideline](#)).

2. Key Principles

- Learning and professional development opportunities enhance employees' skills and knowledge and contribute to the support role that employees provide to their employing parliamentarian.
- All employees will have reasonable opportunities to access appropriate learning and professional development opportunities during normal working hours.
- The PWSS Academy provides flexible and accessible learning opportunities through regular, live online sessions and e-learning resources delivered through the Academy learning management system, to electorate offices and Commonwealth Parliamentary Offices.
- The PWSS Academy provides executive coaching for individual, tailored leadership development.
- Support for external learning is also available through Studies assistance and Ad hoc training.

3. Professional Development Programs

The PWSS Academy facilitates access to professional development programs for parliamentarians and MOP(S) Act employees.

As per Section 18 of the [Parliamentary Workplace Support Service Act 2023](#), the PWSS Academy supports parliamentarians by providing education and training on the role of the PWSS, work health and safety obligations, behavioural standards, and responsibilities for employing staff and maintaining safe and respectful workplaces. For MOP(S) Act employees, the Academy has a broader role, delivering learning and professional development programs that build the knowledge, skills and capabilities required to perform their roles effectively in Commonwealth parliamentary workplaces.

Learning opportunities are delivered in a variety of formats by the PWSS Academy learning facilitators and quality external providers.

4. Executive Coaching

Executive coaching allows leaders to develop skills to handle a variety of leadership challenges in a safe and confidential environment.

Learning and Professional Development Guideline

Executive coaching is a tailored individual development opportunity that is targeted for parliamentarians and MOP(S) Act employees in leadership roles such as Chiefs of Staff, Deputy Chiefs of Staff and Office Managers. Further information, including the professional information of executive coaches on the PWSS team, are available by logging into the [PWSS Academy](#).

5. Related Expenses

5.1 Travel

Employees who have enrolled in a learning opportunity that is not located within reasonable distance may be able to claim travel expenses to attend. Some trips may be claimed through the Independent Parliamentary Expenses Authority (IPEA) [Trips for Training](#) program. Further information is available on both the [PWSS website](#) and the [IPEA](#) website.

5.2 Catering

In limited circumstances, the PWSS may support the provision of catering up to \$30 per person per day, at learning events such as:

- a full day activity that is not in the employee's usual place of work
- where there is no opportunity for a meal break, i.e. a working lunch
- induction programs where networking over a tea break is an important part of the educational experience.

Catering options may include room set-up, continuous tea and coffee, and/or light refreshments. The PWSS will consider requests on a case-by-case basis. Alcoholic beverages are unable to be approved in any circumstances.

5.3 Related expenses

Financial assistance is not available for a training provider's travel costs, venue hire, textbooks, stationery or car parking.

Expenses relating to ceremonial protocols such as fees for a Welcome to Country or Smoking Ceremony are not covered by this guideline.

6. Review of Decision

The PWSS Academy makes decisions in response to requests for Studies assistance, Ad hoc training and Executive coaching.

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.

Learning and Professional Development Guideline

7. Further information

Further information regarding learning and professional development can be sought from the PWSS Academy by email: training@pwss.gov.au or calling: 1800 747 977.

Advice on travel expenses for parliamentarians and their staff can be sought from the [Independent Parliamentary Expenses Authority](#) (IPEA) by email: enquiries@ipea.gov.au or calling: (02) 6215 3000.

8. Definitions

Term	Definition
Employee	Employees are staff employed under the <i>Members of Parliament (Staff) Act 1984 (Cth)</i> . MOP(S) Act employees are employed by parliamentarians on behalf of the Commonwealth.
Parliamentarian	This term refers collectively to Members of the House of Representatives and Senators. A parliamentarian may also nominate an authorised person to exercise their employer responsibilities through the Parliamentary Expenses Management System (PEMS).
PWSS Academy	The PWSS Learning and Development team

9. Useful Resources

Legislation	Industrial Instruments	Guidance / Factsheets
Members of Parliament (Staff) Act 1984 Parliamentary Workplace Support Service Act 2023	Commonwealth Members of Parliament Staff Enterprise Agreement 2024-27	- Studies Assistance Guideline - Ad Hoc Training Guideline Review of Decisions factsheet

10. 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.