



STATEWIDE GROUP TRAINING (SA) INC

STUDY LEAVE AND ASSISTANCE POLICY

PURPOSE:

Subject to the relevant industrial instrument (such as award or agreement), Statewide Group Training (SA) Inc (SGT) may, at its discretion, provide study leave assistance to its staff.

SCOPE:

This policy applies to:

- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, or permanent staff.

POLICY:

SGT staff completing relevant pre-approved courses of study where:

- The proposed course is relevant to SGT requirements; and
- The proposed course will be relevant to the staff's career development within the next five (5) year period.

Relevant courses of study may include the attainment of qualifications including degrees, diplomas or certificates.

Financial assistance provided to staff for undertaking a course of external study will most likely attract Fringe Benefits Tax (FBT), so care must be taken when approving requests for study leave and assistance in terms of budget allocations and the total costs, including FBT, incurred by SGT.

Applications for study leave and assistance must be made by the staff member in writing, by completing any appropriate forms, or request in writing, by having them approved by the CEO before the commencement of a course of study towards an approved qualification. Approval will also need to be obtained at the beginning of each semester or term and all approvals must include the following details:

- An explanation of how the course is relevant to SGT operational requirements;
- Course and qualification to be attained;
- Prescribed minimum course completion time;
- Name of the institution providing the qualification;
- Subjects to be completed in the applicable year, including amount of time off requested;
- Copy of the compulsory textbook list for the subject;
- All costs involved, including course fees, books, etc; and
- After completion of each subject, a copy of the academic record in the course.

The CEO will decide whether the staff member's application for study leave and assistance is approved or declined.



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At the end of each semester/term for which assistance has been approved, the staff member will be required to submit the following documentation to the appropriate manager/supervisor as determined by the CEO;

- A copy of their official academic record showing successful completion of the subject/stage;
- Copies of receipts for compulsory textbooks for subjects successfully completed;
- Official list of compulsory textbooks for subjects successfully completed; and
- Receipts for fees already paid by the employee for subjects successfully completed.

Assistance in the form of reimbursement of pre-authorised expenditure will only be available retrospectively and such claims for reimbursement will only be approved based on the SUCCESSFUL COMPLETION of all subjects each semester/ter.

If approved, the appropriate manager/supervisor will be responsible for authorising and arranging reimbursement to the employee, through the payroll function.

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 27TH MARCH 2023
