

Staff - Study Reimbursement Scheme Procedures

INTRODUCTION

The University is committed to providing development opportunities to produce a pool of high-calibre professionals capable of leading the University into the future. There are a number of options available for staff members to undertake professional development activities including the Staff Study Reimbursement Scheme.

This scheme provides financial assistance to staff members who successfully complete Higher Education (HE) or Vocational Education and Training (VET) courses/units related to their current employment within the University.

COMPLIANCE

This is a compliance requirement under the [Charles Darwin University Act 2003](#) part 3, section 15.

INTENT

This document outlines the Staff Study Reimbursement Scheme including, conditions, application and reimbursement claim procedures.

RELEVANT DEFINITIONS

In the context of this document

Performance Development Review System (PDRS) means the University's formal discussion and feedback process that all staff members (excluding casual staff and staff with a contract of less than one year) are required to participate in at least twice a year. Discussion and feedback is between staff members and relevant managers and based on a clear statement of work goals and performance expectations across the staff member's role and responsibilities.

Professional development programs mean a range of both formal and informal professional development activities that broaden the scope of professional capabilities of staff members in relation to current roles and responsibilities.

- Formal professional development programs that lead to a national qualification issued in the Higher Education (HE) or Vocational Education and Training (VET) sector and are recognised under the Australian Qualifications Framework (AQF). They must be relevant to the staff member's current position or career and have significant value to both the individual and to the University;
- Informal professional development programs are normally from half a day to five (5) days in length, run on consecutive days or over a period of time, may be offered by an external provider and would not normally lead to a qualification under the AQF;

Senior Executive means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent;

Senior Manager means a staff member of the University holding the position of Director or Head of School or equivalent;

Staff member means anyone employed by the University and includes all continuing, fixed-term, casual, adjunct or honorary staff or those holding University offices or who are a member of a University committee;

Staff Study Reimbursement Scheme means the financial assistance provided to staff members who successfully complete Higher Education (HE) or Vocational Education and Training (VET) courses/units related to their current or prospective employment within the University. Approval must be sought prior to undertaking any formal or curriculum related professional development; and

Supervisor means the person responsible for day-to-day supervision of a member of staff or a group of staff.

PROCEDURES

General

The Staff Study Reimbursement Scheme is neither an entitlement nor an obligation and is at the discretion of the Director, Office of Human Resource Services (OHRS).

Staff members must **seek approval prior to the commencement** of the relevant study period. Continuing assistance is subject to satisfactory progress in study (at least a pass level on all subjects) as well as satisfactory performance of duties.

Each year the budget allocated to the Staff Study Reimbursement Scheme will be reviewed as will the amount that staff members can claim for reimbursement.

Eligibility

Staff members who are eligible to apply for the Staff Study Reimbursement Scheme are:

- Continuing full-time staff members who have successfully completed a probationary period and a minimum of six (6) months employment; or
- Continuing part-time staff members may be approved on a pro-rata basis as determined by the staff members fraction of employment for example, part-time staff member employed as a 0.5 full-time equivalent will be reimbursed 50% of the applicable reimbursement rate.
- Fixed-term contract appointments of three (3) or more years' duration; or
- Cumulative employment with the University for the past two (2) years with the likelihood of being offered further employment for a minimum of another two (2) years; and

Additionally, a staff member must have a current and/or updated Performance Development Review (PDRS) to be eligible.

Approved Courses of Study

Courses of study that may be approved under the Staff Study Reimbursement Scheme for 100% of the total cost of the course are required to meet the following criteria:

- The course is related to the applicants current or future career path at the University and makes an overall contribution to the University;

- The course that leads to a formal VET or HE qualification; and is:
 - A first qualification for a General staff member; or
 - A subsequent qualification for an Academic Staff member; and
- The course is offered by the University. Where the course is delivered by an external provider it may only be considered if it is not offered by the University.

Note: The Staff Study Reimbursement Scheme does not fund the study of the Graduate Certificate of Teaching and Learning in Higher Education or the Certificate IV in Training and Assessment

A staff member, who has completed seven (7) years of continuous employment with the University, may apply to their Senior Executive for the following under the Staff Study Reimbursement Scheme:

- 25% of the total course costs for a course of study that is provided by the University, whether relevant to the staff member's current position or prospective position; or
- 10% of the total course costs for a course of study that is provided by an accredited provider external to the University, whether relevant to the staff member's current position or a prospective position.

Short courses that are not part of a tertiary qualification are not eligible under the Staff Study Reimbursement Scheme and supervisors must look for other ways to support staff in this type of development.

Application Process

Applications for the Staff Study Reimbursement Scheme must be submitted to the Office of Human Resource Services prior to commencing study. Applications will only be considered for future study and must be submitted in conjunction with a current PDRS. No retrospective applications for the Staff Study Reimbursement Scheme will be considered.

A staff member must discuss proposed study plans and application requirements for the Staff Study Reimbursement Scheme with their supervisor prior to making an application. If the supervisor agrees that the selected course is of relevance and benefit to the staff member and the University, the staff member must:

- Update their [Performance and Development Review System \(PDRS\) planning form](#) to reflect the agreed upon study; and
- Complete the [Staff Study Reimbursement Scheme Application form](#).

The staff member's supervisor will complete the Supervisor's Recommendation section of the [Staff Study Reimbursement Scheme Application form](#) and forward to the relevant Senior Executive for consideration. If the Senior Executive approves of the application, they will sign the form and return it to the staff member.

The staff member must then submit the application and a current PDRS to the Office of Human Resource Services. The application will be checked reviewed for completion and eligibility in accordance with these procedures and forwarded to the Director, Human Resource Services for consideration. The Office of Human Resource Services will notify the staff member by email of the outcome.

A staff member whose application for Staff Study Reimbursement has been denied may appeal the decision due to bias or a lack of procedural fairness and request the Vice-Chancellor review the matter. The Vice-Chancellor's decision is final.

Claims for Reimbursement

Claims for reimbursement must be lodged with the Office of Human Resource Services by 31 July or 31 December in any given year, following the successful completion of the unit/s of study. Retrospective claims for reimbursement will not be accepted. No late claims for reimbursement will be considered due to the annual budget round review considerations.

Claims for reimbursement of fees incurred may be lodged with the Office of Human Resource Services following:

- Successful completion of the unit/s as evidenced by an Academic Transcript of results;
- Proof of payment as evidenced by an Enrolment and Fees Advice; and
- Completion of a [Staff Study Reimbursement Scheme Claim for Payment form](#).

Reimbursement will only be made via direct deposit into the staff member's nominated bank account.

Reimbursement will not be made to staff members who either resign or submit their resignation prior to lodging a claim for reimbursement.

Repayment of Professional Development Costs for Staff who Cease Employment

The University may seek the repayment of professional development costs paid to a staff member through the Staff Study Reimbursement Scheme, when a staff member ceases employment with the University within two (2) years of completing the relevant study units.

Repayment will be on the following terms:

- 75% of all payments made if the staff member ceases employment less than twelve (12) months after completion of the unit/s;
- 50% of all payments made if the staff member ceases employment more than twelve (12) months but less than twenty-four (24) months after completion;
- Nil if the staff member ceases employment more than twenty-four (24) months after completion.

The final decision on staff repayment of professional development costs rests with the Director, Human Resource Services. The staff member who ceased employment may appeal the decision and request the Vice-Chancellor review the matter. The Vice-Chancellor's decision is final.

ESSENTIAL SUPPORTING INFORMATION

Internal

[Charles Darwin University and Union Enterprise Agreement 2013](#)

[Equal Opportunity Policy](#)

[Human Resources Policy](#)

[Performance and Development Review System \(PDRS\) planning form](#)

[Staff Professional Development Policy](#)

[Staff Study Reimbursement Scheme Application form](#)

[Staff Study Reimbursement Scheme Claim for Payment form](#)

Document History and Version Control

Last amendment:	15 Dec 2017	Next Review:	Jul 2016
Sponsor:	Deputy Vice-Chancellor, Operations		
Contact Officer:	Director, People and Capability		

Version	Date Approved	Approved by	Brief Description
1.00	1 Jan 2006	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	25 Aug 2011	Governance	<ul style="list-style-type: none"> • Converting document from process to current procedure template including changing title from Staff Professional Development Process and Guidelines to Staff Study Reimbursement Scheme Procedures. • Addition of introduction, relevant definitions, essential supporting information hyperlinks. • Amend People Management and Development to Office of Human Resource Services to reflect title change. • Minor changes to spelling, grammar and formatting. • Amend VTE to VET to reflect title change. • Amend TAA 04 to TAE to reflect new training package title. • Remove information about NZ citizen's eligibility for HECS as no longer correct. • Amend Deputy Vice-Chancellor Teaching and Learning to Senior Deputy Vice-Chancellor to reflect title change. • Amend Dean to Pro Vice-Chancellor to reflect title change. • Insert term Senior Executive to cover titles of VC, PVC, DVC, ED • Amend Strategic Directors to Strategic Plan to reflect title change. • Amend Faculty of Education, Health and Science to Engineering, Health, Science and the Environment to reflect title change. • Amend Dean Indigenous Research and Education to PVC, Indigenous Leadership to reflect title change. • Amend Director Strategic Planning to PVC Strategy and Planning to reflect role responsibility change. • Amend Deputy Vice-Chancellor, Research and Institute of Advanced Studies to DVC Research and International to reflect title change. • Amend Pro Vice-Chancellor, Community and Access to PVC Learning, Teaching and Community Engagement to reflect role responsibility change. • Amend Executive Director, Business development to ED Finance and Asset Services to reflect role responsibility change.

			<ul style="list-style-type: none"> Delete Manager, Staff Professional Development as position no longer exists.
2.00	21 Mar 2012	Vice-Chancellor	Major review of document in line with new Enterprise Agreement
2.01	22 Oct 2012	Governance	<ul style="list-style-type: none"> Convert document to new template Update hyperlinks Insert information about retrospective claims
3.00	2 Jul 2014	Vice-Chancellor	<p>Major review of document including changes to dates for submission of claims, total amount claimable, general information and conversion to new template.</p> <ul style="list-style-type: none"> Major review of document including changes to dates for submission of claims, total amount claimable, general information and conversion to new template. Amend PVC Strategy and Planning to Chief Operating Officer to reflect role responsibility change. Amend ED Finance and Asset Services to Chief Operating Officer reflect role responsibility change. Amend ED Corporate Service to Deputy Chief Operating Officer reflect role responsibility change. Amend definition of PDRS in line with definition used across all Governing Documents Include definition for Professional Development Programs Amend Eligibility for continuing appointments from minimum two years to six months (after successful completion of probation) Amend heading from Courses Eligible for Reimbursement to Approved Courses of Study and increase reimbursement amount from 75% to 100% of the total cost of the course Include requirement for proof of payment under Claims for Reimbursement Under Repayment of Professional Development Costs for Staff who Cease Employment, the final decision on staff repayment rests with the VC is amended to the Director, HRS with right of appeal to the VC whose decision is final. Minor syntax improvements, sentence structure
3.01	1 Feb 2016	Governance administrative update	Amend Policy document name from Staff Study Reimbursement Scheme Procedures to Staff - Study Reimbursement Scheme Procedures
3.02	15 Dec 2017	Governance	<ul style="list-style-type: none"> Conversion to new template due to new University branding Updated definitions Updated hyperlinks

			<ul style="list-style-type: none">• Amended the Contact Office from the Director , Office of Human Resources to Director, People and Capability• Added Sponsor, Deputy Vice-Chancellor, Operations
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