

South Bank Corporation Policy

Corporate Services

SUBJECT: Study Assistance Policy
DATE CREATED: November 2005
REVIEW DATE: November 2006

Purpose

To support the professional development of the Corporation's staff in order to strengthen their core skills and proficiency levels.

Application

All applications for study assistance are to be submitted in writing to the Team manager in the first instance. Where the application is supported it is then to be forwarded to Human Resources for making the determination. Studies may qualify for assistance where they have relevance to an area of Corporation business in which the employee is involved or is likely to be involved in the future.

Deferral of Study

Any beneficiary of the study assistance policy who does not undertake study in a twelve (12) month period following approval of their request will be asked to show cause why the study assistance should not be withdrawn. If no response is received, or if the response is not deemed acceptable, then the staff member will be required to re-apply for study assistance when they recommence their studies (in accordance with the study assistance conditions applying at that time).

Study Assistance Criteria

Level	Criteria	Assistance Provided
A	Where the course of study is a condition of employment or recommended by the Corporation.	All compulsory fees (including student service fees, field trips and HECS) paid once up front but only once per subject. All compulsory book purchases. Study leave.
B	Subsequent qualifications which are relevant to the employee's current position. Relevance will be determined with reference to selection criteria contained in the employee's position description. Applications for masters qualifications will only be considered from staff at Level 6 and above (other than in extenuating circumstances as determined by the CEO).	Up to 75% of compulsory fees reimbursed (the % is variable based on the relevance of the course) at the successful completion of each subject. Study Leave.

C	Study which has relevance to the Corporation's operations and the potential future career opportunities that may arise for the employee within the Corporation.	Up to 75% of course fees (the % is variable depending on the relevance of the course) reimbursed on successful completion of a unit of study.
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Study Leave

Study leave is granted to attend normally scheduled class lectures and exams during standard working hours. Study Leave requests for additional leave may be assessed on a case by case basis.

A course which requires significant study leave will require CEO approval. It will be necessary to demonstrate how the employee will complete their work commitments in accordance with the position description.