



Purpose

This guideline is allowing NTPS employees to study an Asian Language complementing the Government's commitment to developing Northern Australia for which engaging with Asia is a key priority.

These languages would include, but not limited to: Indonesian, Tetum, Vietnamese, Filipino (official; based on Tagalog), Malaysian, Chinese, Japanese, and Korean.

Study assistance provisions are available to employees who wish to further their education by way of participation in certificate courses, tertiary and higher education programs.

Refer to Public Sector Employment and Management By-law 41,
http://www.ocpe.nt.gov.au/_data/assets/pdf_file/0003/55542/4.41-Assistance_with_Studies.pdf.

This guideline needs to be read in conjunction with individual Agency guidelines.

Legislation

Public Sector Employment and Management (PSEM) By-law 41 – Assistance with Studies applies where an accredited course of study undertaken or proposed to be undertaken by an employee which is recognised by the Chief Executive Officer as being relevant to the Public Sector.

Principles

Consistent with the existing principles for study assistance, when considering applications CEOs should take into account:

- The strategic and operational needs of the agency, including finance and resource constraints;
- Competencies required by the agency;
- The relevance of studying an Asian language to the workplace;
- Needs of the NTPS; and
- Individual development needs where aligned with agency needs.

An employee's annual performance plan should indicate any study assistance training.

Study Assistance is designed to support agencies and employees by:

- Assisting the agency to maintain an innovative, creative and highly skilled workforce;
- Improving employee performance and productivity;
- Enhancing employee job satisfaction; and
- Assisting employees to develop their careers within the NT Public Sector.

Application process

Applications for study assistance are to be made in accordance with agency procedures.

Approval

In line with PSEM By-Law 41.2, CEOs determine if study of an Asian language falls within the purpose or principles of this guideline.