

Executive Master of Public Administration (EMPA)

2018 Western Australian Scholarship guidelines

Applications close COB Friday 28 July 2017

The ANZSOG Executive Master of Public Administration is a two year part time postgraduate qualification.

Participants are required to complete:

- a core curriculum of eight subjects (*Work-Based Project is a double subject*)
- a required subject on public sector financial management (to be taken with partner universities)
- two electives chosen strategically from the subjects offered by local participating universities to enhance the core curriculum and cater to individual needs.

In applying for this program, applicants should be aware of their commitments, including but not limited to:

- approximately 400 hours work over two years, including study and compulsory workshops
- interstate and international travel
- a contractual agreement with the Public Sector Commission
- scholarship guidelines which must be adhered to
- post-program whole-of-government initiatives and projects to enhance the development of aspiring leaders.

To assist applicants in understanding their obligations, the information provided in this guide should be read thoroughly prior to completing an application form.

Please note the Scholarship guidelines are subject to change to comply with new policies (e.g. Premier's Circular). Successful participants will be notified of any changes to the guidelines.

Enquiries

Queries regarding the scholarship and application process should be directed to the Public Sector Leadership team at leadership@psc.wa.gov.au or Michelle Raymond, Program Manager on (08) 6552 8569.

Information about ANZSOG and the EMPA can be found on the ANZSOG website at www.anzsog.edu.au. Further queries about the program can be directed to Tim Wigg, EMPA Co-ordinator, at t.wigg@anzsog.edu.au or on (03) 9035 3279.

1. ANZSOG EMPA Academic entry requirements

- 1.1. Strong evidence of leadership potential, including potential to contribute at the senior executive level as part of the next generation of public sector leaders.
- 1.2. Demonstrated work performance consistently above average and sound management capability or potential.
- 1.3. A strong commitment to career development and to a career in the public sector.
- 1.4. A commitment to contribute to class learning and share knowledge in the workplace.
- 1.5. Capability to complete a rigorous Masters program (normally evidenced by successful completion of an undergraduate degree).
- 1.6. At least five years' relevant work experience.
- 1.7. Meet the Masters degree entry requirements of partner universities.

2. Public Sector Commission Scholarship eligibility

- 2.1. Currently employed in the West Australian public sector at a Public Service and Government Officers General Agreement (PSGOGA) Level 8 and above (or equivalent).
- 2.2. Demonstrated ability to participate in and complete an intense post graduate course, as evidenced by the completion of previous qualifications.
- 2.3. Demonstrated commitment to career development and a career in the West Australian public sector.
- 2.4. Potential to apply the learning from the program to current and/or future leadership roles within the sector.
- 2.5. Support from the agency Chief Executive Officer, including agreement to release the candidate for all components of the program.

3. Scholarship application and selection process

- 3.1. Applicants wishing to apply for a scholarship must be nominated by their agency. It is recommended agencies identify suitable applicants by conducting an internal nomination and selection process. Suitable applicants should be ranked in order of preference and recorded on the CEO endorsement form of the application.
- 3.2. Applicants must send their application directly to the Public Sector Commission (the Commission). Applicants must provide three completed applications. The first should be labelled "original" and include current resume, completed application form and original certified documents. Two photocopies of the original application labelled "copy" must also be included.

- 3.3. ANZSOG and its partnering universities require certified documents to consider the applicant's eligibility. Electronic applications submitted to the Commission cannot and will not be accepted. Explanation of certified documents is detailed at clause 8 of this document.
- 3.4. Incomplete applications will not be accepted and will be returned to the applicant.
- 3.5. The Commission will conduct a selection process to shortlist applicants for the Commission scholarship and suitability for the program. Applicants will be ranked against the following criteria:
 - meets ANZSOG's academic entry requirements
 - meets the Public Sector Commission's scholarship eligibility criteria
 - demonstrates leadership experience and potential for advancement, evidenced by practical examples
 - demonstrates desire to work in more senior roles and identifies how the program outcomes align to their development and progression requirements
 - evidence of commitment to personal development through acting/secondment opportunities, special projects and/or formal training programs
 - demonstrates commitment to developing others
 - demonstrates understanding of program outcomes to self, agency and wider sector
 - quality of application including resume that addresses program curriculum and outcomes and responses to questions
 - interpersonal skills assessed through interactions with the applicant through the recruitment process
 - strong support and recommendation from the agency.
- 3.6. To ensure diversity the selection panel will also consider, however not rank against:
 - gender
 - age
 - based regionally or in the metropolitan area
 - culturally or linguistically diverse
 - accessibility and inclusion.
- 3.7. Candidates will be assessed by a selection panel chaired by the Public Sector Commissioner. The panel may choose to interview candidates and/or contact referees as part of the scholarship selection process.
- 3.8. All decisions of the panel are final. There will be no appeals process. Unsuccessful applicants may contact the Program Manager for feedback on their application.

4. Scholarship details

- 4.1. The Commission scholarship fully funds all ANZSOG tuition fees. The 2018 ANZSOG EMPA participant fee is \$45,448.65 (including GST).
- 4.2. The scholarship does not cover the cost of required textbooks, stationery or other general administrative costs. The text book levy for 2018 is \$510.00 (plus GST).
- 4.3. The scholarship is a reimbursement for expenses incurred; it is not an allowance or extension of salary allowances. The Commission will reimburse for actual expenses only.
- 4.4. ANZSOG arranges and funds accommodation for residential units. Where participants are required to travel to compulsory interstate and international workshops, the scholarship will cover one night's accommodation preceding and subsequent to the workshop, where necessary.
- 4.5. ANZSOG provides most meals during residential units. The scholarship will cover any meal expenses not provided by ANZSOG. This extends to meals one night preceding and subsequent to the workshop, where necessary.
- 4.6. Where a compulsory workshop is not delivered in Perth and is not considered a residential unit, participants must arrange their own travel and accommodation to attend the workshop in Melbourne. The Commission will reimburse travel, accommodation and meal expenses for the workshop, as indicated in clauses 4.4 and 4.5.
- 4.7. The scholarship covers taxi fares to and from airports.
- 4.8. For participants living outside the metropolitan area, the scholarship will provide additional travel, accommodation and meal expenses incurred when travelling to Perth to fly interstate/internationally for workshops. Non-metropolitan participants are also covered for travel, accommodation and meal expenses incurred when attending Perth based workshops, providing they are not covered by ANZSOG.
- 4.9. The scholarship provides for one additional return airfare, two night's accommodation and meal expenses for the purpose of completing the work based project. Participants are encouraged however to arrange group work around the prescheduled units in an effort to minimise government expenditure.
- 4.10. The scholarship does not cover travel, accommodation or meal expenses where a participant chooses to attend additional non-compulsory workshops outside Western Australia (e.g. for elective units).
- 4.11. The scholarship does not cover travel, accommodation or meal expenses where a participant chooses to attend a graduation or award ceremony held by ANZSOG.

5. Travel arrangements and expenditure

- 5.1. At all times participants should be mindful of the state's tight economic environment and consider appropriate use of government funds when making study related purchases.
- 5.2. Participants are required to make their own travel and accommodation arrangements for all workshops. ANZSOG provides accommodation at residential units from the first day of teaching to the last day of teaching.
- 5.3. The scholarship will only cover travel taken in accordance with the 2014/02 Premier's Circular, *Guidelines for official air travel by ministers, parliamentary secretaries and government officers*. Explicitly this states:
 - the "Best Fare of the Day" principle must be adopted when choosing fares
 - the choice of airline must be based on "Best Fare of the Day" and not traveller preference
 - economy class is to be used for all travel.

"Best Fare of the Day" means the lowest fare that exists in the marketplace at the time of booking and for which a seat is available, that meets the business requirements of the traveller.

- 5.4. Course schedules are provided in advance from ANZSOG to participants to allow for travel arrangements. Participants are encouraged to book flights and accommodation well ahead to ensure the most economical arrangements possible.
- 5.5. Consistent with the principle of not using public expenditure for private advantage, frequent flyer points or benefits under other incentive or loyalty schemes accumulated in the course of travel must not be used for private purposes. They may be used only for further official purposes.
- 5.6. To support equity and transparency, reimbursement for travel, accommodation and meal expenses are capped to the amounts outlined in the *Public Service Award 1992*. When incurring study related expenses, participants are advised to adhere to the award guidelines:

Expense item	Capped Expenditure
Accommodation - Perth*	\$ 305.45
Accommodation - Sydney	\$ 304.90
Accommodation - Melbourne	\$ 288.55
Accommodation - Other capitals	\$ 270.10
Meal allowance - breakfast	\$ 21.20
Meal allowance - lunch	\$ 33.20
Meal allowance - dinner	\$ 52.20

*Applicable for non-metropolitan participants only.

- 5.7. Strictly no alcohol will be covered by the scholarship.

6. Financial administration

- 6.1. Agencies are required to fund all study related expenses including travel, accommodation and meals. The Commission will reimburse applicable costs upon receipt of an invoice from the agency and supporting documentation from the participant. Supporting documentation should include receipts, credit card statements and an Expense claim form.
- 6.2. Participants must use a corporate purchasing card for all study related expenses. The Commission will not reimburse individuals. This is particularly important when purchasing overseas for the New Zealand component as this will assist in identification of the exchange rate that applied at the time of purchase.
- 6.3. The Commission will provide participants with an Expense claim form prior to each workshop. This must be lodged with all supporting documentation by the due date stated on the form. The Commission does not require original receipts and copies may be submitted.
- 6.4. A complete Expense claim form is defined as that which includes receipts, credit card statements, agency tax invoice and all supporting documentation for incurred expenses.
- 6.5. The Commission will not reimburse any incomplete Expense claim submissions, and will return the submitted documents to the participant.
- 6.6. Participants must submit their Expense claim form by the due date, typically one month after the workshop. Should the Commission not receive the completed claim form within 2 months of the due date, the scholarship will cease to cover the expenses for that workshop and the agency will not be reimbursed.
- 6.7. In the event of clause 6.5 (above) where a completed Expense Claim form has not been lodged, the Public Sector Commission will notify the agency Chief Executive Officer to advise the completed Expense claim form has not been received within the required time frame and the relevant expenses will not be reimbursed by the Commission. Under this agreement, your agency has the authority to request you personally repay expenses relating to that workshop.
- 6.8. Participants are responsible for maintaining proof of purchase for all study related expenses. It is recommended that participants keep a copy of receipts and credit card statements for their own records.
- 6.9. Participants are encouraged to speak with their agency's finance branch before the first unit to discuss the internal process for raising an invoice.
- 6.10. It is the participant's responsibility to ensure all paperwork is received by the Commission.

7. Scholarship administration

- 7.1. Successful applicants are required to sign a scholarship *Deed of Agreement* which entitles the Commission to recover some or all of the money invested if:
- the participant fails to complete the course
 - the participant leaves the Western Australian public sector during or within two years of completing the course.
- 7.2. A participant may seek deferral of their enrolment in exceptional circumstances only. Deferral requests must be sent directly to the Commission, attention to the Program Manager.
- 7.3. The scholarships are reviewed at the end of each academic year. Participants must satisfy ANZSOG's academic progress requirements for the scholarship to continue.
- 7.4. If a participant fails to meet ANZSOG's academic progress requirements, or has their enrolment discontinued by ANZSOG for academic misconduct or any other reason, the scholarship will cease immediately.
- 7.5. If a participant ceases to be a Western Australian government employee at any time during the program, the scholarship will cease immediately.
- 7.6. If a participant withdraws from the program, the scholarship will cease immediately.
- 7.7. Where a participant's scholarship ceases under clauses 7.4, 7.5, 7.6 or for any other reason, the Public Sector Commissioner will determine whether or not the recovery provisions of the *Deed of Agreement* should be activated. Each case will be determined on its own merits and particular circumstances.
- 7.8. Where the recovery provisions are activated, participants may seek exemption by applying in writing to the Public Sector Commissioner outlining any mitigating circumstances.

8. Certified documents

- 8.1. A certified copy is a photocopy of the original document with the signature and official stamp of an appropriate authority, confirming it is a true and accurate record.
- 8.2. Universities will only accept the certified copy document with original signature and stamp. Do not submit photocopies or scanned images of the certified copy document as they will not be accepted.
- 8.3. Applicants must take the original document to be sighted and the copy to be signed. The certifying officer must sign every page with either:
- “I have sighted the original document and certify this to be a true copy of the original.”
- or
- “This is a true copy of the original documents sighted by me.”

8.4. The certifying officer must:

- sign and print their name
- provide an address or a contact telephone number
- state their profession or occupation group
- write on the copy the date certified
- affix the official stamp or seal of the certifier's organisation on the copy.

8.5. Within Australia, the following people may certify a document:

- a Justice of the Peace or a bail justice
- a public notary (does not include a general public servant)
- a barrister or solicitor of the Supreme Court
- a member of the police force
- a registered medical practitioner, registered dentist or a pharmacist
- the manager of a bank
- an accountant – a member of a recognised professional accounting body or a registered Tax Agent.

9. 2018 EMPA Proposed schedule

The following shows the proposed timetable for the 2018 intake. Final dates will be supplied by the Commission and ANZSOG as soon as they are available. Note that the electives timetable is indicative only.

2017	SUBJECT	J	F	M	A	M	J	J	A	S	O	N	D
	PSC Welcome Session with Commissioner Dumas House, West Perth												
2018	SUBJECT	J	F	M	A	M	J	J	A	S	O	N	D
	Delivering Public Value 4.5 days, Residential Melbourne												
	Managing Public Sector Organisations 1 day delivery Melbourne with <i>Delivering Public Value</i> 1 day delivery Canberra or Singapore* with <i>Designing Public Policies and Programs</i>												
	Government in a Market Economy 4 days over 2 months, Melbourne, Sydney or Canberra												
	Designing Public Policies & Programs 3.5 days, Residential Canberra or Singapore*												
	Decision Making Under Uncertainty 4 days over 2 months, Melbourne, Sydney or Canberra												
2019	SUBJECT	J	F	M	A	M	J	J	A	S	O	N	D
	Governing by the Rules 3.5 days, Residential Sydney												
	Managing Public Sector Organisations 1 day delivery Melbourne with <i>Governing by the Rules</i> 1 day delivery Melbourne with <i>Leading Public Sector Change</i>												
	Leading Public Sector Change 3.5 days, Residential Melbourne												
	Work based Project 0.5 day workshop Sydney with <i>Governing by the rules</i> 0.5 day meeting Melbourne with <i>Leading Public Sector Change</i> 2 days, Residential Wellington												
	PSC Feedback session Dumas House, West Perth												

*The option to attend Singapore delivered components is not covered by this scholarship. Participants will attend these in Canberra.