



Ad Hoc training – Frequently Asked Questions

1. Can my Parliamentarian access training?
No, All Professional Development Program (PDP) offerings (including studies assistance) are currently provided to MOPS(S) Act employees only. Parliamentarians are welcome to utilise the PDP resources available online but should contact their respective Houses (Department of the House of Representatives or Department of the Senate) for training options available for their own development purposes.
2. Cost of training amount?
Please ensure the cost of training indicates including or excluding GST amount in the application form.
3. I am a Government personal employee can I claim Ad Hoc training?
When the home departments of Ministers, Parliamentary Secretaries and Presiding Officers provide portfolio related training to personal employees, the relevant home department meets all costs associated with this training. The home department also meets the cost of all ad hoc training for these employees.
4. I was unable to attend the training for a course I was approved for, what do I do?
You will need to re-submit a new application and get this re-approved.
5. Do I need to get approval before I enrol or pay for a course?
Employees are encouraged to seek approval in advance. Reimbursement will not be made for courses not approved.
6. What proof of payment documentation is required as I paid for my course by credit card?
You can provide a copy of credit card statement and also receipt of payment from the training provider.
7. What type of proof of attendance documentation do we require for reimbursement?
Either of the following documentation would be acceptable:
 - **Certificate of attendance**
 - **Email from training provider which indicates full course attendance and completion**
 - **Email from Parliamentarian or Authorised person indicating full course attendance completion**
8. I would like to undergo a course on 'Adobe Photoshop'. Can I apply through Ad hoc training?
No, this type of training is available through Department of Parliamentary Services (DPS), who cater for individual circumstances, preferences and learning styles, both online and in-person training options are available by contacting 2020 Service Desk or email directly at DPS-ICT.Training@aph.gov.au.