

The Skills Academy

Commissioner's Instruction 54

Statement of intent

To set the requirements for participating agencies in their use of The Skills Academy.

Scope and application

This instruction applies to specified public sector agencies participating in The Skills Academy and their identified in-scope employees. The list of participating agencies is on WA.gov.au.

Definitions

Course: Structured, organised plan of learning activities (such as workshops, online activities and hands-on practice) designed to develop specific knowledge, skills and abilities in individuals or groups for the purpose of improving their capability and performance to meet job requirements and organisational goals and/or for professional development and personal growth.

Comparable course: Course that, in the participating agency's assessment, is the same or similar to a course in The Skills Academy Course Catalogue having regard to the description and outcomes, and regardless of the learning formats and activities of the course.

Employment details: Includes the following for each in-scope employee:

- Full name
- Participating Agency
- Employee ID
- Position title and number
- Classification level
- Industrial agreement code
- Participating Agency email address
- Occupation code
- Work location code
- Business area
- Manager full name
- Manager Participating Agency email address
- learning history related to The Skills Academy



Instruction

For its in-scope employees, a participating agency:

1. must use The Skills Academy where a course it requires is comparable to a course in The Skills Academy Course Catalogue
2. may use a course that is outside The Skills Academy where no comparable course is in The Skills Academy Course Catalogue
3. must provide The Skills Academy with the employment details of all in-scope employees in accordance with requirements, such as timing and format, specified by the Public Sector Commission for the purpose of enabling The Skills Academy to:
 - issue and manage technology platform licences for in-scope employees to access courses in The Skills Academy
 - confirm employees are in scope and eligible to participate in The Skills Academy
 - invoice the in-scope employee's agency
 - facilitate in-scope employees with access to their learner profile, including learning history
 - respond to in-scope employees queries, requests and concerns raised with The Skills Academy
 - facilitate participation by in-scope employees' managers in relevant learning activities where required as part of the courses
 - allow in-scope employees' managers to be notified of employees' enrolment in and completion of courses
 - provide the Public Sector Commission and participating agencies with a record of the uptake of courses in The Skills Academy by in-scope employees.