

Enquiries: Mr Fitz

CIRCULAR TO DEPARTMENTS AND AUTHORITIES NO.5 OF 1987

ENGLISH IN THE WORKPLACE IN STATE GOVERNMENT EMPLOYMENT INCREASES

Cabinet has given its approval for State Government employers to participate in English in the Workplace programmes for relevant employees for a period of two years..

The Government will conduct a review of the policy at the end of the two year period ie. June 30, 1989. Cabinet determined that such programmes are to be conducted up to a maximum of 50% in the employer's time. This is subject to the funding limitations of individual organisation's staff training and development budgets each year.

English in the workplace courses should be made available to migrant workers, with participants selected at the discretion of each organisation. This should be undertaken in consultation with the appropriate union.

This policy is consistent with the Government's multicultural and ethnic affairs policy and its commitment to place greater emphasis on human resource development.

To assist the Government in reviewing this policy in 1989, it is imperative that all Departments and Authorities keep a record of the following information.

1. The number of employees who attend and the number of employees who nominated to attend such courses.
2. The occupation and classification of each employee who attended a course.
3. The duration of the course.
4. The cost of conducting the course.

The cost, if any, involved in allowing each employee to attend a course. The cost should include the employee's wage while on a course, as well as any additional cost incurred. For example, costs should be included and separately identified if it was necessary for the employer to provide relief staff or pay overtime to cover the period of an employee's absence on a course.

The amount and proportion of time spent attending courses in the employer's time compared to attendance during the employee's own time.

The Adult Migrant Education Service Branch of the Education Department conducts English in the Workplace courses and designs appropriate curricula to cater for the particular work needs of employees. It also prepares evaluation reports at the completion of each course to assess the effectiveness of the course.

Information relating to English in the Workplace courses run by the Adult Migrant Education Service can be obtained from:

Mr Michael Kooperman
Co-ordinator of English in the Workplace
Adult Migrant Education Service
Prospect Place
Perth WA 6000

Tel: 328 6333

Any further general enquiries on this matter may be made to Mr Karl Fitz at this Office.

BOB LAING

A/DIRECTOR
REPRESENTATION AND ADVISORY SERVICES
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