

## 2020 ALLIED HEALTH ASSISTANT SCHOLARSHIP PROGRAM

### Terms and Conditions

#### PURPOSE

The Allied Health Team, Professional Practice and Interprofessional Collaboration Portfolio of the Health Education and Training Institute (HETI) provide a central source of leadership and coordination of education and training for the allied health professional workforce which includes Allied Health Assistants (AHAs) and Pharmacy Assistants and Technicians (PATs). In order to ensure the delivery of high quality evidenced based care, it is vital that AHAs and PATs are supported to obtain formal qualifications that are relevant to their work role.

The HETI Allied Health Assistant Scholarship Program provides funding to support the training of AHAs and PATs seeking to further develop their knowledge and skills. Eligible AHAs and PATs are able to apply for one-off funding to support their enrolment in the Certificate IV in Allied Health Assistance or the Certificate IV in Hospital/ Health Services Pharmacy Support, which will enhance their ability to perform their current role.

Both qualifications are offered by TAFE NSW in the online delivery mode with some connected learning involving online sessions with teachers.

The Certificate IV Allied Health Assistance is offered in the following specialisations:

- Nutrition and Dietetics
- Physiotherapy
- Occupational Therapy
- Physiotherapy/Occupational Therapy – combined

In addition, TAFE Gosford will deliver two single units of competency in an online delivery mode.

The single units offered will be:

- HLTAHA017 Assist with Social Work
- CHCMHS001 Work with people with mental health issues

Applicants are invited to apply for either of the full qualifications, or one or two of the single units.

#### BENEFITS TO THE INDIVIDUAL AND THE WORKPLACE

- Achievement of a relevant qualification, or units of competency that equip AHAs/PATs to undertake the scope of practice as outlined in their position description.
- The growth and support of a skilled workforce of AHAs/PATs by increasing capacity for AHA/PAT training across LHD/SHNs in line with The Health Professionals Workforce Plan 2013-2022.
- Increased skills, knowledge and confidence to improve capability of individuals and enhance service provision.

#### SCOPE

This document sets out the mandatory requirements for the implementation of the

HETI Allied Health Assistants Scholarship Program for applicants, the application review committee and HETI. The aim is to ensure fairness and transparency is applied in the awarding of grants.

## **DISTRIBUTION**

This document is available on the [HETI website](#).

## DEFINITIONS

Term	Definition
Allied Health Assistants	Allied Health Assistants are employed under the supervision of an allied health professional. They are required to assist with therapeutic and program related activities.
Cross disciplinary AHA	An AHA that works in more than one allied health discipline.
Registered Training Organisation (RTO)	RTOs are those training providers registered by the Australian Skills Quality Authority (ASQA) or, in some cases, a state regulator, to deliver vocational education and training (VET) services. RTOs are recognised as providers of quality-assured and nationally recognised training and qualifications.
Skill Set	Skill sets are a way of acknowledging an area of practice without the need to complete a full qualification. In this context they may be used when AHAs have completed their Cert IV with electives relevant to their current position, but then require new skills for a new role.
Unit of Competency	A unit of competency is the specification of knowledge and skill, and the application of that knowledge and skill, to the standard of performance expected in the workplace. A unit of competency is the smallest unit that can be assessed and recognised. A unit of competency is a single subject.

## ELIGIBILITY

To be eligible to apply for the program, the applicant must meet ALL of the following criteria.

1. The applicant is working as an AHA or PAT or following training would work under the supervision of an allied health professional(s) in one or more of the following allied health areas:
  - a. Occupational therapy
  - b. Physiotherapy
  - c. Pharmacy
  - d. Dietetics
  - e. Speech pathology
  - f. Podiatry
  - g. Social Work
  - h. Radiography
  - i. Audiology
  - j. Recreation therapy
2. The applicant is permanently employed by NSW Health. Applicants who are not permanent NSW Health staff but who have worked as temporary or casual staff inside the LHD/SHN for more than 12 months, may apply if endorsed by their line manager. HETI will consider these applications at their discretion.
1. The applicant is seeking to enrol in a full qualification from the Certificate IV in Allied Health Assistance or the Certificate IV in Hospital/Health Services Pharmacy Support or single units delivered by TAFE Gosford.
3. The applicant is supported by their line manager.
4. The Allied Health Director or Director of Pharmacy of the LHD/SHN has been made aware of the nomination.

Applicants are deemed ineligible for the Program if they meet ANY of the following criteria:

1. Are permanent staff at the Health Education & Training Institute.
2. Are requesting funding for training other than the Certificate IV in Allied Health Assistance or the Certificate IV in Hospital/Health Services Pharmacy Support.

Applicants must demonstrate that the training is relevant to their current or planned role within NSW Health through addressing the selection criteria.

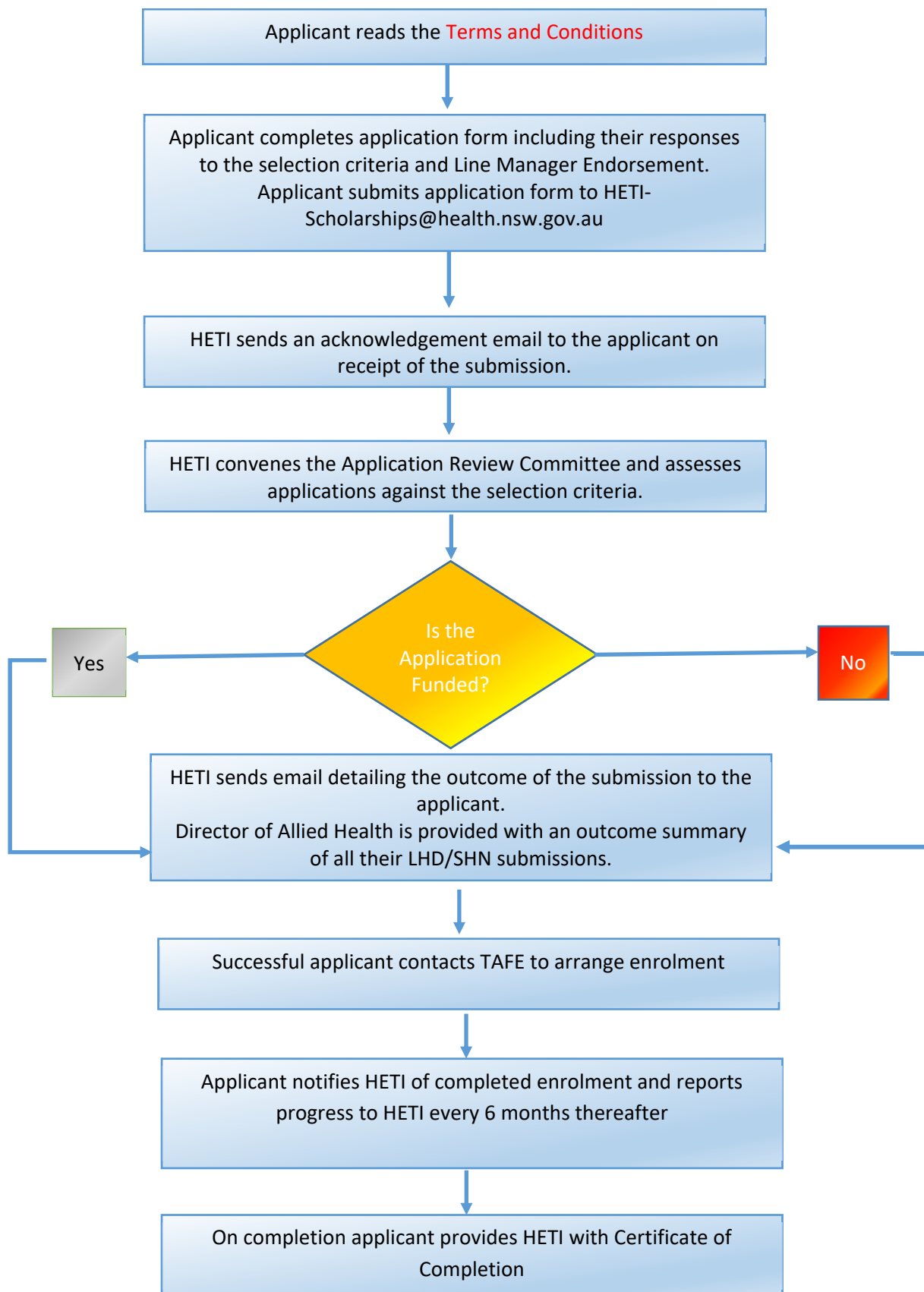
## SELECTION CRITERIA

Each eligible application will be assessed on **merit and quality** by the application review committee against the following **selection criteria**:

1. **Description of** what the applicant hopes to achieve from completion of the training.
2. **Description of** the need for and relevance of this training for the applicant's current or planned role and how the skills and knowledge gained from the training benefit the applicant's workplace and the applicant personally.
3. **Declaration that** the applicant's responses to the selection criteria are written by the applicant in their own words.
4. **Line manager** endorsement including an indication that the Director of Allied Health or Director of Pharmacy has been made aware of the application.

## APPLICATION PROCESS

Diagram of Application Process



## FUNDING

Successful applicant's enrolment fees will be fully funded.

Submission of an application does not guarantee funding. The overall funding available for the 2020 HETI Allied Health Assistant scholarship program is finite, and therefore allocation of funds will be determined on merit against the selection criteria.

**Grants are awarded at the absolute discretion of HETI. The decision is final and there will be no appeal mechanism.**

## DELAYS OR TERMINATION

In the event of illness or other reason preventing fulfilment of the terms of the scholarship, the applicant must advise the HETI Allied Health team, Professional Practice and Interprofessional Collaboration Portfolio **within seven days**. The applicant must also advise the TAFE in which they are enrolled **within seven days** as extensions of time for completion may be granted or refunds accessed.

A scholarship may be suspended or terminated at any time during its currency, either at the recipient's request or, if in the opinion of HETI, the recipient fails to meet the terms of the grant funding. If the grant is terminated or suspended as above, **HETI and TAFE must be notified within seven days**.

## REPORTING

Applicants are required to provide evidence to HETI Allied Health of:

1. Training enrolment, via email notification.
2. Training progress every 6 months, via email notification.
3. Completion of training. This evidence should be a copy of the final qualification or a copy of the statement of attainment issued by the RTO.

## ROLES AND RESPONSIBILITIES

Implementation of these terms and conditions is dependent on three key stakeholders:

- a) Eligible applicants
- b) Health Education and Training Institute (HETI)
- c) Application review committee

### a) Eligible applicants

Eligible Applicants are required to submit a **completed application form by the advertised closing date**. This should include:

- A completed application form including all requested supplementary information:
  - Contact details
  - Statements addressing the selection criteria
  - Line Manager Endorsement including a statement that the Director of Allied Health or Director of Pharmacy has been made aware of the application
  - Applicant declaration.

**Late or incomplete applications will not be accepted.**

Successful applicants are required to:

- Accept the scholarship funding offer within the designated timeframe as outlined in the letter of offer. **Failure to indicate acceptance of the offer by the designated timeframe will result in the scholarship funding not being awarded**

- Declare in their acceptance that they will use the scholarship funding for the purposes agreed upon and meet the conditions outlined in the letter of offer
- Comply with the reporting requirements as outlined above.

### b) Health Education and Training Institute (HETI)

HETI is required to:

- Provide information regarding the AHA scholarship program terms and conditions, and application dates
- Acknowledge receipt of applications via email
- Conduct an initial assessment of applications to identify eligible applicants
- Convene the Application Review Committee
- Notify applicants if they have been successful or unsuccessful in obtaining a scholarship through the program by the designated dates
- Send applicant details of the enrolment process to follow
- Collect evidence of course progression and completion. Data may also be used for evaluation purposes of the program.

### c) Application Review Committee

The Application Review Committee will comprise of HETI staff and at least two (2) external representatives from within NSW Health. The Application Review Committee is required to:

- Review all eligible applications received for the program
- Ensure fairness and consistency is applied to decision making around awarding of funds
- Determine the outcome of each application based on merit and quality assessed against the selection criteria as outlined in the terms and conditions.

### AHA Scholarship Program Timeline

Event	Date
Grant funding applications open	Monday 3 August 2020
Grant funding applications close	Friday 21 August 2020
Application Review Committee to assess applications	By Monday 31 August 2020
Applicants notified of outcome via email	From Friday 18 September 2020
Acceptance emails from applicants sent to HETI	By Friday 2 October 2020
Applicants complete enrolment into course	By COB Friday 9 October 2020

#### Who can I contact for more information?

Find more information on the HETI website <https://www.heti.nsw.gov.au/Placements-Scholarships-Grants/scholarships-and-grants/allied-health-assistant-scholarship-program> If you have any questions, feel free to contact the allied health team:

Email: [HETI-Scholarships@health.nsw.gov.au](mailto:HETI-Scholarships@health.nsw.gov.au)

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