

ALLIED HEALTH ASSISTANT GRANT

GRANT OVERVIEW

Rural Workforce Agency Victoria (RWAV) is a not-for profit government-funded organisation improving healthcare for rural, regional and Aboriginal communities in Victoria.

The RWAV Allied Health Assistant Grant is funded by RWAV as part of the Australian Government Department of Health Rural Health Workforce Support program.

The Allied Health Assistant Grant is aimed at improving allied health practitioner capacity by supporting an increase in available Allied Health Assistants through a grant awarded to practices.

The grant enables eligible private primary healthcare practices and clinics to support staff to complete training and attain Allied Health Assistant certification.

ELIGIBILITY

To qualify for the Allied Health Assistant Grant, you must

- Be a Victorian private community rural health service, clinic/ practice (MMM 3-6 locations) or Aboriginal Community Controlled Organisation or Aboriginal Medical Service (MMM 1-6 locations)
- Have a part-time or full-time employee seeking to enrol in a full Certificate IV in Allied Health Assistance qualification
- Priority will be given to applicants working in a high demand field or geographical location.

If your employee satisfies the above requirements, they will be placed in one of the following streams:

Stream One: AHA online fee support

For prospective students completing their training online or who do not qualify for the Victorian Government's Free TAFE scheme for this course, your service qualifies for up to \$3,000 in support.

Stream Two: AHA Support for associated costs

For prospective students who are completing their training in person, your service qualifies for up to \$1,000 in support.



APPLICATION PROCESS

Applications must be submitted through the RWAV [website](#) via the myRWAV portal.

Applications must be deemed 'complete' to be considered for program funding – including provision of all relevant supporting documents.

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GRANT FUNDING AVAILABLE

- For Stream 1 – Practices can apply for up to \$3,000 per individual staff member per course
- For Stream 2 – Practices can apply for up to \$1,000 per individual staff member per course

GRANT FUNDING CAN BE USED FOR THE FOLLOWING ACTIVITIES

- Course fees (Stream 1 only)
- Course materials
- Travel
- Accommodation
- Course eligibility requirements including immunisation, NDIS worker screening check, Working with Children check and police check
- Uniform

Applicants will need to provide a tax invoice and receipt in order to be reimbursed for approved expenses. Travel reimbursements for accommodation, airfares and kilometres will be payable according to the Australian Taxation Office (ATO) rates considered reasonable for claims for domestic travel allowance expenses.

The application must be approved by RWAV prior to commencement of the activity.

GRANT FUNDING CANNOT BE USED FOR THE FOLLOWING ACTIVITIES

Funds cannot be used for

- Activities and related costs occurring before your application is submitted
- Costs already covered by a different scholarship or bursary
- Overseas activities
- Any other expenses that are deemed unreasonable by RWAV

APPROVED APPLICATIONS

If your application is successful, we will email you a letter of offer. The offer will outline:

- The amount offered (not necessarily full amount of course costs);
- Documentation required for evidence before we can pay you the scholarship or bursary;

We require all supporting documentation to enable payment.

Please note applications may take up to six (6) weeks to be assessed, approved and processed.

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GRANT AGREEMENT

You will receive a Grant Agreement via email documenting the amount to be paid towards your studies. You will need to accept the terms and conditions of the Grant Agreement and return a signed copy.

If we do not receive your accepted contract by the nominated date, we will withdraw the offer of funding.

You will need to provide RWAV with a copy of a Certificate of Completion of the course (within 14 days of occurrence);

or RWAV may require the claimed funds to be returned.

PAYMENT PROCESS

Funding through the Allied Health Assistant Grant is via reimbursement. Grantees are required to pay for the course and travel costs as outlined in the Grant Agreement and then apply to RWAV for reimbursement.

In situations where the Grantee is experiencing financial hardship, alternative funding arrangements can be discussed with the RWAV Allied Health Project Officer.

CHANGES TO GRANT ACTIVITIES

Written approval from RWAV is required to change the course/activity outlined in your Grant Agreement. RWAV will review any new activity against the identified health/workforce need, the original application and the reason for the change.

Changes to a proposed course/activity is at the discretion of RWAV and is usually only permitted where the training provider cancels the training or under exceptional circumstances. RWAV reserves the right to cancel the Grant Agreement if the original activity cannot be completed.

TERMINATION OF GRANT AGREEMENTS

RWAV may terminate a Grant Agreement if it reasonably believes the Grantee:

- Transferred to a different activity without consent from RWAV; or
- Has breached the Grant Agreement; or
- Provided false or misleading information in their application; or
- Fails to complete the activity.

DEBT RECOVERY

Where a Grantee does not fulfil their Grant Agreement, RWAV will seek to recover the relevant monies. The debt recovery process will be as follows:

Each Grantee will be asked to sign a Grant Agreement, confirming that they have understood the terms and conditions of the agreement including the process for debt recovery should the grantee be unable to meet their obligations.

Each Grant Agreement will clearly state the grantee's requirements, including:

- The funded course/activity;
- The amount of funding available;
- The return of service obligation (if applicable); and
- The process for debt recovery if the above is not met.

COMPLAINTS AND APPEALS

Unsuccessful applicants who wish to appeal the outcome of their application should initially discuss their situation with the RWAV Health Workforce Development Program Manager.

Please email grants@rwav.com.au.

If the matter is not resolved applicants can appeal to the RWAV Chief Executive Officer (CEO) to consider their case. The RWAV CEO is the final arbiter for any appeal on the Allied Health Assistant Grant.

MORE INFORMATION

Any questions relating to the RWAV Allied Health Assistant Grant should be directed to:

Allied Health Project Officer, RWAV

T: 03 9349 7881

E: gabrielag@rwav.com.au