



# Allied Health Assistant Certificate Grant



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# 1. Grant Overview

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

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

**The purpose of the Allied Health Assistant Certificate Grant is to:**

- Improve allied health practitioner capacity by supporting an increase in available Allied Health Assistants through a grant awarded to practices
- Enable eligible private primary healthcare practices and clinics to support staff to complete training and attain Allied Health Assistant certification
- Support prospective students completing their training online or who do not qualify for the Victorian Government's Free TAFE scheme for this course

## 2. Eligibility

**To qualify for the Allied Health Assistant Grant, you must**

- Be a Victorian private or 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 enroll in and complete a full Allied Health Assistance Certificate qualification
- Priority will be given to applicants working in a high demand field or geographical location

## 3. Eligible Activities

- Allied Health Assistant Certificate Course fees

*Applicants will need to provide a tax invoice and receipt in order to be reimbursed for approved expenses.*

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

## 4. Funding Available

The Allied Health Assistant Certificate Grant provides payments of up to \$2,000 per individual staff member per certificate.

*Applications must be submitted prior to completion of the certificate.*

## 5. Application process

All applications must be made through the [MyRWAV](#) portal accessed on the RWAV website prior to the activity taking place.

You may be asked to provide more information to support your application.

*Submitting your application does not guarantee you will be successful.*

You must provide a letter of employment and confirmation of course costs with your application.

## 6. Notification of applications

RWAV will notify you the outcome of your application via email. Please note applications may take up to six (6) weeks to be assessed, approved and processed.

If your application is unsuccessful, RWAV will provide an explanation as to why your application has been declined.

If your application is successful, we will email you a Grant Letter of Agreement for you to sign and return within 30 days.

The Grant Letter of Agreement details:

- The funded course/activity
- The amount of funding available
- Your requirements as a Grantee (successful applicant)

## 7. Changes to Grant Activities

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

Changes to proposed course/activity are 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 Letter of Agreement** if the original activity cannot be completed.

## 8. Termination of Grant Letter of Agreement

RWAV may terminate a **Grant Letter of Agreement** if it reasonably believes the applicant:

- Has transferred to a different activity without consent from RWAV
- Has breached the Grant Agreement
- Has provided false or misleading information in their application
- Fails to complete the activity

## 9. Debt Recovery

Where a Grantee (successful applicant) does not fulfil their requirements as detailed in the Grant Letter of Agreement, RWAV may seek to recover the relevant monies. Each Grantee will be asked to sign a Grant Letter of 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.

The Grants Officer will support the Grantee during the period outlined in the Grant Letter of Agreement to address issues as/before they arise. This will minimise the need for debt recovery in most cases. Where this fails, and the Grantee is unable to meet their obligations, the Grants Officer will contact the Grantee to inform them that the debt recovery process will begin.

## 10. Complaints and Appeals

Unsuccessful applicants who wish to appeal the outcome of their application should initially email the grants team at [grants@rwav.com.au](mailto:grants@rwav.com.au) to determine if they may be eligible to access funding and/or support from other sources to meet their upskilling or professional development needs. If the matter is not resolved applicants can appeal to the Senior Manager, Health Workforce Solutions to consider their case.

## 11. More Information

Any questions relating to the Allied Health Assistant Certificate Grant should be directed to the Contracts Officer at [grants@rwav.com.au](mailto:grants@rwav.com.au) or via phone on 03 9349 7800



**Wurundjeri Country**

Level 6, Tower 4, World Trade Centre

18 - 38 Siddeley Street, Docklands VIC, 3008

+61 3 9349 7800

[rwav.com.au](http://rwav.com.au)