



# Allied Health and Nursing Upskilling Grant Grant Guidelines 2025-2026



# Table of Contents

1. Before you start your application	3
2. Grant Overview	3
3. Eligibility Criteria	4
4. Eligible Activities	5
5. Ineligible Activities	6
6. Funding Available	6
7. Application process	7
8. Information Required in Application	7
9. Notification of applications	8
10. Awardee Requirements	9
11. Payment	9
12. Changes to Grant Activities	10
13. Termination of Grant Letter of Agreement	10
14. Debt Recovery	10
15. Complaints and Appeals	11
16. More information	11
17. Appendix 1: Proof of Employment Template	12

# 1. Before you start your application

**Please read** these Grant Guidelines before you commence your application.

Use the [MyRWAV portal](#) to:

- register and submit your application
- monitor the status of your grant application.

## 2. 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 and Nursing Upskilling Grant is funded by RWAV as part of the Australian Government Department of Health and Aged Care Primary Healthcare Workforce Support Program and provides up to \$1,000 for eligible applicants.

Allied Health and Nursing Upskilling funding is directly related to clinical training and upskilling within the field of the applicant's qualification and is assessed on value for money, the relevance to the development and provision of rural health services and the likelihood to meet identified primary healthcare needs of the community.

The purpose of the Allied Health and Nursing Upskilling Grant is to:

- Support allied health practitioners and nursing professionals to access educational, professional and skill development opportunities
- Build allied health and nursing workforce capabilities and quality
- Increase recruitment, retention and career progression opportunities for allied health and nurse professionals
- Improve provision of allied health and nursing services that meet the health and well-being needs of the community

### 3. Eligibility Criteria

#### Applicants must:

- Provide **primary healthcare** services in Victoria (MM2 locations only)
- Provide at least 8 hours per week of **face-to-face** clinical care in private practice or non-government primary health sector
- Be registered with AHPRA. For those eligible professions who are not registered with AHPRA, the applicant must be a member of their relevant professional peak body.

#### Eligible professions for this grant are:

- Counsellor\*
- Diabetes Educator
- Dietician
- Exercise Physiologist
- Midwife
- Registered Nurse
- Mental Health Registered Nurse
- Occupational Therapist
- Physiotherapist
- Podiatrist
- Psychologist
- Social Worker
- Speech Pathologist

*\*Counsellors must hold an AQF level 7 qualification or higher in Counselling and must be registered with a relevant professional counselling association, such as ACA or PACFA.*

#### The following health professionals are **NOT** eligible to apply:

- Health professionals employed solely by any Government entity (Local, State or Federal)
- Employees who solely provide NDIS, HACC, TAC, DVA or any other government funded services
- Employees of hospices, unless the employee provides home based care
- Employees who solely provide telehealth
- Employees working in MMM3-7 or in Aboriginal Community Controlled Organisations (ACCO). Employees in these locations should instead refer to the Health Workforce Scholarship Program guidelines for their eligibility.

Grant funding is designed to support the applicant in undertaking clinical upskilling and is not intended to provide full cost recovery.

Submitting your application does not guarantee you will be successful.

## 4. Eligible Activities

Course and activities do not need to be accredited, but will be assessed by the relevance, value for money, the perceived benefits to patients, and the likelihood to meet identified primary healthcare needs of the community.

To be considered an eligible activity, the activity must relate to clinical study or upskilling and be directly related to the current role and relevant health qualification which makes you eligible for this grant.

For example, if you work in both private primary practice and a public hospital, the activity must directly relate to your role in private primary practice. If the activity relates primarily to your hospital role, then it would not be eligible.

Eligible activities include:

- Short courses
- Workshops
- Conferences and seminars
- Webinars and online training
- Training that meets the professional development requirements of the applicant's professional registration and/or association
- Post-graduate courses

Applicants may apply for program funding for registration or course / activity fees only.

## 5. Ineligible Activities

The following expenses are not eligible for funding:

- travel and/or accommodation and/or incidental expenses (e.g. local transport, meals)
- course costs deferred to FEE-HELP or HECS-HELP
- any expenses related to overseas face-to-face activities
- resources such as textbooks, equipment (IT, clinical or diagnostic), software, memberships, subscriptions, exam fees, or similar
- any activity where a completion certificate or proof of attendance is not issued
- supervision, mentoring, membership, accreditation fees, or similar costs to maintain your professional registration
- courses / activities funded by other sources
- activities for which other Commonwealth, State, or Local Government bodies have primary responsibility. This includes training for health professionals working solely in a public hospital or government funded entity
- training unrelated to the applicant's relevant health qualification (e.g. management, personal self-improvement, marketing courses, re-training in a new career)
- any costs associated with an activity which is cancelled by the service provider are not eligible
- if an activity is deferred and you cannot attend on the new date/s, no costs associated with this activity are eligible
- any other expenses that are deemed unreasonable by RWAV

## 6. Funding Available

The Allied Health and Nursing Upskilling Grant provides payments of up to \$1,000 per applicant per financial year.

Individual applications must be for a minimum total of \$200.

This grant will be open for two rounds during the financial year.

All courses/activities must be **completed** by 31 May 2026.

Only applications submitted by 11:59 pm on the day BEFORE the activity commences will be considered.

### Round One

- Applications will open at 9:00 am on 1 October 2025 and close at 11.59 pm on 31 October 2025.
- **This round is open for courses/activities which commence during the period from 2 October 2025 to 1 February 2026.**
- Applicants will be notified of the outcome of their application by 28 November 2025.

### Round Two

- Applications will open at 9:00 am on 1 February 2026 and close at 11.59 pm on 28 February 2026.
- **This round is open for courses/activities which commence during the period from 2 February 2026 to 31 May 2026.**
- Applicants will be notified of the outcome of their application by 20 March 2026.

## 7. 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. Only applications submitted by 11:59 pm on the day BEFORE the activity commences will be considered.

## 8. Information Required in Application

During your application you will be asked to provide the following information:

### **Activity Details:**

- Activity date(s)
- Activity Location
- Activity Provider

### **Professional Registration:**

- Professional registration number
- Medicare Provider number (if applicable)

### **Employment Details:**

A letter that meets the following 7 criteria:

1. Is on your employer's letterhead and from your immediate manager

If you are self-employed, please provide your ABN and detail services provided, location/s, hours of service delivery (letterhead not required)

2. Is dated and signed by the employer or business manager, within the last three months
3. States your name as the applicant, including evidence of a name change if the receipt is not in your professional registration name
4. States your position title
5. States your employment status (full-time/part-time) and the number of clinical hours worked per week
6. States the location of primary health services provided
7. States the start date of employment in your present position

**OR** Use the Letter of Employment Template attached to these guidelines in [Appendix 1.](#)

**Anticipated Expenditure:**

Anticipated expenditure costs with evidence document e.g. A workshop flyer, quote etc.

You do not need to submit a receipt as evidence of expenses with your application. An invoice or a screen shot will suffice at the application stage.

**Explanatory statement:**

- What is the health need that has been identified in your community?
- How will the local community benefit from your upskilling or training?

The information provided in these answers should support your request for funding. Please ensure you provide sufficient details to inform us of the identified need and benefits to your community through your upskilling activity.

## 9. Notification of applications

RWAV will notify you of the outcome of your application via email by the date specified according to the funding round (See Section 6: Funding Available). If your application is successful, we will email you a Grant Letter of Agreement for you to sign and return within FOURTEEN days.

If RWAV does not receive your accepted Grant Letter of Agreement by the nominated date, the offer of funding will be cancelled.

The Grant Letter of Agreement details:

- The funded course/activity
- The funding amount
- Your requirements as an awardee

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



## 10. Awardee Requirements

Awardees are required to:

1. Upload a certificate of completion / attendance in the [MyRWAV portal](#) under the relevant Funding Award within FOURTEEN days of completion of the course / activity.

*Awardees who fail to meet this requirement will be required to return the amount of the grant to RWAV and will also be rendered ineligible for future funding for a period specified by RWAV.*

2. Upload all claims for reimbursement to the [MyRWAV Portal](#) under the relevant Funding Award within FOURTEEN days of completion of the course / activity.

## 11. Payment

Funding is via reimbursement. Awardees are required to pay for the course / activity and then submit their receipt to RWAV for reimbursement.

To receive reimbursement, all receipts must include:

- your name (as the grant recipient)
- GST amount (if GST is applicable)
- a zero outstanding balance

Course receipts must also include:

- details of the activity (course/conference, etc.) including name, date and location
- ABN of course/conference provider

Note that on-line cart receipts, bank statements, etc. are not acceptable for any claim.

Payment for the activity will be made on provision of a compliant receipt.

The receipt must be uploaded to the [MyRWAV Portal](#) for reimbursement.

Should you not attend the course or training then any course costs that you have been paid by way of reimbursement will be refundable back to RWAV.

**Reimbursement requires the awardee to upload a compliant receipt to the [myRWAV Portal](#). Claims for reimbursement must be provided to RWAV no later than FOURTEEN DAYS after course / activity completion.**

**Certificates of completion must also be uploaded to the [myRWAV Portal](#) no later than FOURTEEN DAYS after course / activity completion.**

Should an awardee fail to meet these requirements, they will not receive reimbursement.

## 12. 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 are 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.

## 13. 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 Letter of Agreement
- Has provided false or misleading information in their application
- Fails to complete the activity
- No longer meets the employment criteria for grant eligibility.

## 14. Debt Recovery

Where an awardee does not fulfil their requirements as detailed in the Grant Letter of Agreement, RWAV may seek to recover the relevant monies. Each awardee 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 awardee be unable to meet their obligations.

The Grants Administrator will support the awardee 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 awardee is unable to meet their obligations, the Grants Administrator will contact the awardee to inform them that the debt recovery process will begin.

## 15. 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). The case will be considered by the Manager, Strategy and Partnerships.

The RWAV CEO is the final arbiter for any appeal.

All formal complaints or appeals must be lodged within 28 days of notification of the grant application outcome. Requests after this time will not be considered.

## 16. More information

Any questions relating to the Allied Health and Nursing Upskilling Grant should be directed to the Grants Administrator at [grants@rwav.com.au](mailto:grants@rwav.com.au) or via phone on 03 9349 7800.



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# 17. Appendix 1: Proof of Employment Template

*To be completed by the Employer or Business Manager*

Please complete the following and ensure that the letter is printed on your practice letterhead. Applicant is required to include completed form in the application for the Allied Health & Upskilling Grant as Proof of Employment

(delete all red text before printing)

## Allied Health & Nursing Upskilling Grant Application Letter of Employment

### Applicant Details

Applicant full name	
Position	
Number of face-to-face clinical hours per week (exclude telehealth hours and hours spent with government funded clients such as NDIS, HACC, TAC, etc.)	
Date applicant commenced working at the practice	
Current employee (Y/N)	

### Practice Details

Practice Name	
Practice Address	
ABN	

### Authorisation Details

Name of person making Authorisation	
Person making Authorisation - (must be the direct employer or business manager)	
Signature of person making Authorisation	
Date	