

# Guidelines

## CPD for Rural Allied Health Subsidy Program

Administered by Rural Workforce Agency Victoria

## Continuing Professional Development for Rural Allied Health Practitioners Subsidy Program 2017/18

The Continuing Professional Development (CPD) Subsidy Fund is available to assist allied health practitioners currently working in rural Victoria to participate in conferences and skills development opportunities relevant to the development and provision of rural health services.

### Aims of the Program

The CPD Rural Allied Health Practitioners Subsidy Program aims to:

- Improve access to, and participation in, professional training and education for rural allied health practitioners including the allied health support workforce (Allied Health Assistants).
- Improve job satisfaction for rural allied health practitioners.
- Decrease professional isolation felt by rural allied health practitioners.
- Increase skill level of rural allied health practitioners and adhere to evidence-based practice.

### Who many apply?

Subsidies are available to allied health practitioners currently working in a rural and remote area of Victoria (ASGC RA2-5). (Rural Victoria excludes metropolitan Melbourne and Geelong.)

### Requirements and Eligibility

- Subsidies are available to allied health professionals to offset costs of Continuing Professional Development.
- Funding is not available to assist with formal tertiary or VET qualifications.
- Copies of all paid expense receipts/invoices must be provided in order to receive payment of approved subsidies.
- Subsidies are restricted to course fees, accommodation, travel and childcare expenses as detailed overleaf:

Therapy Disciplines	Science Disciplines
Allied Health Assistant	Audiology
Art therapy	Biomedical Science
Chiropractry	Diagnostic Imaging Medical Physics
Dietetics and Nutrition	Medical Laboratory Science
Exercise Physiology	Nuclear Medicine
Music Therapy	Optometry
Occupational Therapy	Orthoptics
Oral Health (not dentistry)	Pharmacy
Osteopathy	Radiation Oncology Medical Physics
Orthotics and Prosthetics	Radiation Therapy
Physiotherapy	Radiography
Podiatry	Sonography
Psychology	
Social Work	
Speech Therapy	

## Applicants must complete an application and evaluation form:

- The relevance of the training to the applicants practice and how this impacts upon the community's health needs and quality of health service delivery.
- The applicants interest in and ongoing commitment to rural practice and/or service development in Victoria.
- Agreement to participate in an evaluation of the program.

## Other supporting information required:

- Tax Invoices to demonstrate expenditure
- Proof of attendance

## What Support is available?

- The CPD program is designed to support rural allied health practitioners undertaking training and therefore, aims to subsidise rather than fully fund the cost of professional development.
- The total level of subsidy will be capped at \$1,000 per person per financial year.
- Interstate and overseas training will only be supported for health related training in instances where local training is unavailable.

The table below details the amount of funding available per element of each application:

Cost/Funding sought for	Amount eligible to claim
Conference/event registration fees	Full cost *
Accommodation Expenses	Up to \$100.00 per night at registered commercial premises irrespective of location (rural or metro). **
Car Travel Expenses	66 cents per Kilometre on a return trip from the applicant's usual place of residence via the most direct and practical route
Airfares	Up to 75 per cent of the cost of the cheapest economy airfare via the most direct route.
Childcare	Up to \$60 per day for a maximum of five days per year at a registered organisation. **

\* The total level of subsidy will be capped at \$1,000 per person per financial year, regardless of whether the Conference/event registration fees amount to more than this.

\*\*Private accommodation or childcare will not be subsidised.

## Application Process

- Applications must be submitted to the RWAV using the CPD Subsidy Program
- Application Form, which can be accessed on the RWAV website [rwav.com.au](http://rwav.com.au)
- Completed applications should be submitted via email at [alliedworkforce@rwav.com.au](mailto:alliedworkforce@rwav.com.au) and will be processed within two weeks of receipt.
- Applicants must complete all sections, supply all requested documentation and ensure the application form is signed (digital signatures are accepted) prior to submission.

## Procedure for Approval

Applications to the CPD Subsidy Program are considered throughout the year with RWAV reviewing applications. RWAV determines the level of funding available to each applicant, and takes into consideration factors such as the likelihood of alternative resources being made available by the applicant's employer, and the degree of relevance or alignment between the applicant's employment and the conference or event.

Only those applications which meet these guidelines and which contain the necessary information will be considered. All applicants will be notified via email of RWAV's decision within two weeks of receiving a completed application form including supporting documentation.

The total budget for the program is capped and therefore not all applicants that meet the criteria will necessarily be granted a subsidy. To claim the applicant must complete an Application and evaluation form after the CPD activity has taken place as well as supplying evidence of all expenditure (receipts and invoices) and proof of completion (certificate of attendance).

## Terms and Conditions

- If funds are received from other sources to support components of the CPD, practitioners will be ineligible to receive a subsidy for that component under this program.
- In accordance with public funding guidelines, copies of original receipts will be required for all claims.
- The subsidy can be awarded only after event attendance.
- Practitioners who are granted a subsidy agree to participate in tracking and evaluation exercises in relation to the program.
- The total budget for the program is capped and therefore not all applicants that meet the criteria will necessarily be granted a subsidy.
- Please be advised that these guidelines are subject to revision by the Department of
- Health and Human Services (DHHS). Changes to these guidelines may only be made by, or with the approval of DHHS.
- The CPD for which the subsidy applies must address the individual learning needs of practitioners.

## Further Information

If you require further information or have any queries in regards to the requirements, please contact RWAV via email [alliedworkforce@rwav.com.au](mailto:alliedworkforce@rwav.com.au)