



Australian
**HEALTH
PROMOTION**
Association

HEALTH PROMOTION SCHOLARSHIP PROGRAM 2020 Handbook

*Applications close 5pm, Friday 15 November 2019
Scholarship projects commence February 2020*



General enquiries to:

Scholarships Coordinator

Australian Health Promotion Association (WA Branch)

Email: scholarshipswa@healthpromotion.org.au

Website: www.healthpromotionscholarshipswa.org.au

An Australian Health Promotion Association (WA Branch) program funded by Healthway.

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BACKGROUND

This Health Promotion Scholarship Program aims to provide work experience and training opportunities to new health promotion graduates and Aboriginal and Torres Strait Islander people seeking a career in health promotion. The Program has hosted 67 graduate and 37 Aboriginal and Torres Strait Islander recipients since its initiation in 1993, who have completed work placements in a vast range of agencies in the government and non-government sector. Many of these people have continued employment with their host agency after completing their scholarship or have utilised skills learnt in the Scholarship Program to successfully gain other employment. Evaluation results has also shown that host agencies have often continued to implement the projects initiated by a scholarship.

The **Australian Health Promotion Association (AHPA®) WA Branch** is offering four health promotion scholarships during 2020:

- One graduate scholarship;
- One Aboriginal and Torres Strait Islander scholarship;
- One regional scholarship (graduate and/or Aboriginal and Torres Strait Islander); and
- One of any category.

Each scholarship offered is for a six-month full-time health promotion work placement (part-time options can be negotiated). Scholarships are to **commence by February 2020**.

To apply for a scholarship, applicants must meet at least ONE of the following requirements:

- Undergraduate or postgraduate student in the final year of a health promotion, health science, preventative health or public health degree at a Western Australian university;
- Completed a tertiary qualification in health promotion, health science, preventative health or public health (e.g. undergraduate or postgraduate degree) at a Western Australian university within the past 12 months; OR
- Aboriginal and/or Torres Strait Islander person wishing to progress into a career in health promotion who either has work or volunteer experience and/or TAFE or University qualifications in Aboriginal health, nursing, youth work, teaching or other related fields.

The successful applicant's salary (plus 20% on-costs) is funded by the scholarship with access to additional professional development funding and a regional allowance if relocating to a regional area to complete the scholarship.

Successful scholarship recipients will be employed by a host agency to work on a specific project under the supervision of an **appropriately experienced health promotion professional**. Health promotion, appropriate community or Aboriginal and Torres Strait Islander health non-government or government agencies are able to host a scholarship recipient. The scholarship recipient will undertake tasks of mutual benefit to the agency and to their professional career. Host agencies need to provide evidence of cultural security.

The project can form part of an existing program within the agency or may be a new initiative. It is essential that the project already has funding and appropriate resources to complete the project before the application is submitted as the scholarship only covers the applicant's salary and agency on-costs of 20% of the recipient's scholarship wages e.g. insurance and superannuation. The applicant should not be expected to source further funding in order to complete the project.

GETTING STARTED

Please begin by familiarising yourself with the eligibility criteria, recipient and agency responsibilities, and processes outlined in this handbook. Scholarship applications may be initiated via a number of methods (applicant initiated or agency initiated).

The applicant may initiate the process by:

- approaching an agency and negotiating a specific work plan; or
- contacting the AHPA (WA Branch) Scholarships Coordinator to access a list of potential agencies that may have expressed an interest in hosting a scholarship recipient.

An agency may initiate the process by:

- approaching a potential applicant directly and negotiating a specific work plan; or
- contacting the AHPA (WA Branch) Scholarships Coordinator with a specific project in mind. Such projects will be discussed with potentially suitable applicants who will in turn initiate contact with the relevant agency.

Applicants are encouraged to give special consideration to health promotion projects based in rural or remote areas. Applying for a scholarship in a regional location will allow the applicant to be eligible for at least one of three of the scholarship categories.

Applicants are strongly encouraged to submit scholarship projects that aim to improve health by addressing one or more of Healthway's priority areas and/or priority populations for health promotion through increasing individual knowledge and skills, influencing behaviour change or improving community and organisational policies and environments. Alignment with a Healthway priority area and/or population will receive heavier weighting in the recruitment process. See Healthway's Strategic Plan Active Healthy People: 2018-2023 for more information:

<https://www.healthway.wa.gov.au/wp-content/uploads/0428-Healthway-Strategic-Plan-Document-2-Booklet-Oct18-002.pdf>

To find out more about some of the past successful scholarship projects view the program's 21 Years celebration booklet: http://healthpromotionscholarshipswa.org.au/wp-content/uploads/2014/05/21YEARS_AHPA_Scholarships.pdf

Need help with your application?

The AHPA (WA Branch) Scholarships Coordinator can assist by:

- confirming that your application and project meet the eligibility criteria;
- matching an applicant with a host agency;
- matching a host agency with a scholarship applicant.

All applicants are advised to **contact the Scholarships Coordinator** on scholarshipswa@healthpromotion.org.au to discuss their project idea before submitting an application (please note the assistance with matching applicants and agencies, and advice on project suitability should be sought before 6 November 2019. The Coordinator will be available for administrative enquiries only from November 8 – November 15)

Ethics: Applicants and agencies are encouraged where possible and/or relevant to seek ethics approval for scholarship projects. This will help to ensure the project can be disseminated to a wider audience, such as in academic publications and conferences. Example of an ethics application process and information about why ethics is required for research:

<https://research.curtin.edu.au/standards/human/>

ELIGIBILITY CRITERIA

Before submitting your application, please ensure you are aware of the eligibility criteria, responsibilities and payment information below.

Applicant

The following items are essential for an applicant to be considered eligible for a scholarship. It is the responsibility of the host agency to ensure that the applicant satisfies the following criteria prior to commencement of the application process. The applicant must:

- Be an undergraduate and postgraduate student in the final year of a health promotion, health science, preventative health or public health degree at a Western Australian university.
OR
Completed a tertiary qualification in health promotion, health science, preventative health or public health (e.g. undergraduate or postgraduate degree) at a Western Australian university within the past 12 months.
OR
Be of Aboriginal and/or Torres Strait Islander descent and living in Western Australia, who has completed work or volunteer experience and/or TAFE or University qualifications in Aboriginal health, nursing, youth work, teaching or other related fields.
- Australian citizenship or permanent residency status (granted by the closing date for applications).
- Not have worked more than the equivalent of six months full time in a paid health promotion role. Applicants are eligible if they have worked as an Aboriginal Health Worker, in allied health or social services, such as nursing, youth work or teaching.
- Not have previously received an AHPA (WA Branch) Health Promotion Scholarship.
- Be a current member of AHPA at the time of application. AHPA membership is to be maintained for the duration of the scholarship and one-year post-scholarship. For more information, visit the AHPA website: <https://healthpromotion.org.au/about-ahpa/membership> (Note: fees are lower for student and Aboriginal memberships).
- Commit to making a significant contribution to the AHPA WA Branch during the year of their scholarship. This may include but is not limited to: committee or sub-committee involvement, presentations at either the AHPA WA General Meeting (or another event as agreed between recipient and scholarship coordinator), delivery of reports or presentations for the WA Branch or other agreed activities.
- Nominate two referees for the application.
- Ensure that the application is signed by the Head of Department/Area in the agency e.g. Director or CEO.
- Ensure application is submitted by 5pm, Friday 15 November 2019.**
- Be available for an interview during the week commencing 9 December 2019.
(NB: This interview can be done via telephone or Skype for rural and remote areas).

- Be able to complete the scholarship project within the specified timeframe.
- Each applicant can only submit one application per year.

Agency

The host agency must:

- Be a health promotion, Aboriginal and Torres Strait Islander health or appropriate community non-government or government agency.
- Hold a current AHPA organisational membership or supervisor is a current full AHPA member.
- Have funding to complete the scholarship project before submitting an application (the scholarship only covers the scholarship recipient's salary plus 20% on-costs).
- Provide evidence of cultural security, such as the provision of staff training, a history of employing and supervising Aboriginal and Torres Strait Islander people, or relevant Reconciliation Action Plan or policy.
- Agencies can submit applications for up to two candidates (providing a designated supervisor is available for each recipient).

Supervisor

The supervisor must:

- Be a health promotion professional within the host agency, with both health promotion theoretical knowledge and at least **five years of experience in health promotion practice and/or research**. The supervisor should have undergone **cultural security** training. Agencies also have the option of co-supervision on the condition that at least one supervisor meets the required amount of experience. Supervisors should briefly outline co-supervision arrangements in the Host Agency section of the application.
- Be an International Union of Health Promotion and Education (*IUHPE*) *Registered Health Promotion Practitioner* or have the skills required to become registered.
- Be a current AHPA member.

As part of the recruitment and selection process, the applicant, supervisor and project are all assessed to ensure that a suitable health promotion experience will be provided.

APPLICATION PROCESS

1. It is the applicant's and agency's joint responsibility to negotiate a health promotion scholarship placement including the job description, project and timeline.
2. The applicant and the agency must both be familiar with the aim, conditions and processes of the scholarship.
3. The applicant and the agency need to complete the application form jointly.
4. If there are any ethical requirements for the project, these must be considered by the agency before the application is submitted.
5. It is the applicant's responsibility to **submit** the application form, project proposal and attachments by **the closing date (5pm, Friday 15 November 2019)**.
6. **Interviews** will be conducted with short listed applicants **during week commencing 9 December 2019**. Interviews can be conducted via phone or Skype for remote/rural areas.
7. Interview panel will include at least one Aboriginal and Torres Strait Islander health promotion professional.
8. All applicants will be notified of the results by **Wednesday 18 December 2019**
9. The scholarship agreement must be signed and returned to the Scholarships Coordinator prior to commencement of the scholarship. Successful scholarship recipients should **commence their placement by February 2020**.

APPLICATION INSTRUCTIONS

1. The applicant and host agency should complete the application form and project proposal template together.
2. Please complete all sections in full.
3. Applications must be typed.
4. Attach a copy of the applicant's most recent academic record (if applicable). If the application is based on prior work or volunteer experience please attach a supporting letter from the person supervising that work.
5. Attach a copy of the applicant's curriculum vitae.
6. Attach a copy of the supervisor's curriculum vitae
7. Return the completed application form, project proposal and attachments by **the closing date (5pm, Friday 15 November 2019)**.

SUBMISSION OF APPLICATION

Applicants are required to provide:

- Electronic version** of completed **application form**.
- Electronic version** of completed **project proposal**.
- Electronic version** of **curriculum vitae (CV)** and **attachments**.

It is the applicant's responsibility to ensure **all documentation** is received by the closing time and date. Late applications will not be accepted.

Submit your application via email to:

Scholarships Coordinator

Australian Health Promotion Association (WA Branch)

Email: scholarshipswa@healthpromotion.org.au

Applications close: 5pm, Friday 15 November 2019

SELECTION PROCESS

Selection of successful applicants will use a 3-tier selection process, assessing the Applicant, the Agency/Supervisor, and the Project based on the following eligibility criteria:

Applicant

1. Satisfactory completion of a tertiary qualification in health promotion or other relevant degree (subject to approval)
OR Aboriginal and Torres Strait Islander people who have relevant work or volunteer experience and/or TAFE or University qualifications in Aboriginal health, nursing, youth work, teaching or other related fields.
2. Be a **current member** of AHPA at time of application (membership is to be maintained for duration of scholarship).
3. Interview by a selection panel.
4. Two nominated referees.

Agency/Supervisor

5. Appropriateness of placement opportunity, including job description and the range of health promotion activities the applicant will be involved in.
6. The agency must have appropriate resources and infrastructure, including funding, to conduct the project prior to submitting an application.
7. The agency must provide evidence of cultural security through the provision of staff training and/or a history of employing and supervising Aboriginal and Torres Strait Islander people.
8. Appropriate supervision by a person in the agency with a minimum of five years experience in health promotion practice and/or research, and who has undertaken cultural security training.
9. A Supervisor and/or agency must be a current member of AHPA.

Project

10. Evidence of collaboration between applicant and agency in the application.
11. Evidence the project is based on health promotion theory and principles.
12. Value of the experience the project will provide and relevance to a career in health promotion.

SUCCESSFUL RECIPIENT + AGENCY RESPONSIBILITIES

Successful scholarship recipients with support from host agencies are responsible for the following during the course of the scholarship:

Professional Development Plan: An additional \$1,000 (+GST) is available to successful applicants via the development of a Professional Development (PD) Plan. The PD Plan will outline professional development activities that the recipient intends to undertake during their placement and the specific skills that the recipient will gain from attending. To apply for this additional funding, a PD plan needs to be completed within two weeks of commencement of the scholarship for approval by AHPA and Healthway.

Planning Document: This will outline a timeline and breakdown of activities to be undertaken during the scholarship and is to be completed within two weeks of commencement of the scholarship.

Health Promotion Competencies: Scholarship recipients will be required to rate their confidence against each of the International Union of Health Promotion and Education's (IUHPE) Core Competencies and Professional Standards for Health Promotion on commencement and completion of the scholarship to track increase in skills, confidence and knowledge for evaluation purposes.

Mid-Term Progress Report: Standardised form to be completed by the recipient no later than three months after commencement of scholarship (or at the halfway point if completing scholarship part-time).

Final Report and Evaluation: Report and evaluation, to be completed by the recipient and supervisor within one month of the completion of the scholarship.

AHPA (WA Branch) Committee Engagement: Provide an article to be published in the AHPA (WA Branch) member communications at the beginning and end of scholarship. Attend (in person or by videoconference) an AHPA (WA Branch) committee meeting to present your scholarship project. Involvement as a committee member or ex-officio is encouraged both during and after your scholarship placement.

Publicity/media coverage: Scholarship recipients and their host agency should generate publicity for the scholarship project, promoting both the AHPA (WA Branch) and Healthway wherever possible. Recipients are asked to seek feedback from the Scholarships Coordinator prior to publication of project activities.

Presentations: Opportunities will be available to make presentations on scholarship projects to raise the profile of the Scholarship Program and will be completed in consultation with the Scholarships Coordinator. This may include presentations at the annual Student Careers Night and/or the AHPA (WA Branch) General Meeting of Members.

Meetings: Scholarship recipients are also expected to be available for regular meetings with the Scholarships Coordinator if required to monitor the progress of their placement, and with other recipients to network and share experiences. These can take place via telephone/videoconference for those undertaking scholarships in rural or remote areas.

Ethics: Scholarship recipients and host agencies are encouraged where possible and/or relevant to seek ethics approval for scholarship projects. This will help to ensure the project can be disseminated to a wider audience, such as in academic publications and conferences.

Post-Scholarship Evaluation: Evaluation of the Scholarship Program involves follow up with scholarship recipients up to 12 months following the completion of their scholarship. Recipients and host agencies will be contacted to complete an evaluation form at three, six and twelve months post-scholarship completion.

REMUNERATION

Scholarship funding covers the applicant's salary plus an additional 20% to cover on-costs related to the recipient's wages. The scholarship does not include project funding. The host agency must have funding and appropriate resources to complete the scholarship project before the scholarship application is submitted.

Scholarship Recipient Salary

A salary of approximately \$66,229 (ex GST) per annum (**pro rata for 6 months or equivalent**) is offered. **Two weeks annual leave** entitlement will be accrued during this time and must be taken prior to the conclusion of the scholarship placement. This should be discussed with the agency at commencement of the scholarship.

Salary On-costs

The scholarship includes agency **on-costs of 20%** of the recipient's scholarship wages e.g. insurance and superannuation. **Agencies are required to cover any additional expenses past this amount.** Please note, the scholarship does not include overheads.

Professional Development

Additional funds up to **\$1,000 (ex GST)** are available to each scholarship recipient to attend professional development (PD), training workshops or events relevant to health promotion. Access to these additional funds requires the host agency/recipient to complete a **PD proposal** during the first two weeks of the scholarship which will be approved by AHPA and Healthway for funding. The AHPA (WA Branch) will only reimburse the host agency following receiving an invoice outlining costs of approved PD and evidence of attendance.

Remote and Rural Relocation Allowance (Remote and Rural Placements Only)

Additional funds up to **\$4,100 (ex GST)** are available to assist scholarship recipients relocating to remote or rural areas to undertake their scholarship. Access to these additional funds requires the host agency/recipient to complete the **relocation allowance (RA) proposal** in the application form which will be approved by AHPA and Healthway and will be included in the scholarship contract.

The AHPA (WA Branch) will reimburse the scholarship recipient directly following receipt of a reimbursement form outlining costs of approved RA. Upon submission of the mid-term report,

recipients can be reimbursed for the first 13 weeks of rent and initial relocation expenses. Upon completion of the scholarship recipients will be reimbursed for the remaining rent and return travel costs. Recipients will need to provide proof of how they spend the RA funds e.g. airline receipt, petrol receipts, rental agreement, letter from landlord, etc. Please see the example below to estimate your costs for relocation.

EXAMPLE

Please describe the applicant’s relocation for the purposes of the scholarship:			
<i>(Applicant) will be relocating from Perth to Broome for the duration of the scholarship with (Host Agency). (Applicant) intends on travelling to Broome from Perth by air the week prior to commencing the scholarship and will have an open return ticket to Perth following the scholarship completion. (Applicant) intends to rent accommodation in Broome for the duration of the scholarship.</i>			
Relocation Cost Item	Description (brief)	Estimated cost	Total requested
<i>Return flights</i>	<i>Perth to Broome</i>	<i>\$1,500.00</i>	<i>\$1,500.00</i>
<i>(OR) Return road travel</i>	<i>Perth to Broome</i>	<i>\$674.10*</i>	
<i>Rent assistance</i>	<i>\$100 p/w</i>	<i>\$2,600.00</i>	<i>\$2,600.00</i>
		GST	<i>\$410.00</i>
		TOTAL	<i>\$4510.00</i>

***Calculating car travel (as outlined in the AHPA (WA Branch) travel policy)**

Engine Size	Cents per km
1.6L or less	11c/km
1.6 - 2.6L	15c/km
2.6 and over	16c/km

Example: 4494km (return road travel) x \$0.15 (per km for 2.0L engine vehicle) =\$674.10

PAYMENT PROCESS

The total scholarship payment (including GST) is paid to the host agency in two parts. The first 75% is paid on receipt of signed contract and the final 25% paid on receipt of the recipient's final project report. The agency will be asked to raise two invoices to the AHPA (WA Branch). **These should be emailed to the Scholarships Coordinator.**

	Payment 1 (75%)	Payment 2 (25%)	TOTAL
Scholarship – salary	\$24,835.87	\$8,278.63	\$33,114.50
Agency on-costs (20%)	\$4,967.06	\$1,655.69	\$6,622.75
Total Scholarship (ex GST)	\$29,802.94	\$9,934.31	\$39,737.25
GST	\$2,980.29	\$993.43	\$3,973.72
Total Scholarship Payment (inc GST)	\$32,783.23	\$10,927.74	\$43,710.97

Professional Development (PD) Allowance: available to all scholarship recipients (prior approval required). Host agencies are responsible for paying for any approved PD in advance and issuing an invoice to the AHPA (WA Branch) outlining costs of approved PD and providing proof of expenditure for the cost items (e.g. invoice from training provider) and evidence of attendance. PD invoices must be submitted within 3 months of completion of scholarship:

Cost Items	TOTAL
Professional Development	\$1,000.00
GST	\$100.00
Total PD Allowance (inc GST)	\$1,100.00

Acquittal: The host agency is required to provide an acquittal statement of the scholarship costs and PD spent within 3 months of completion of the scholarship.

Remote and Rural Relocation Allowance (RA): for recipients relocating to a remote or rural location for their scholarship (prior approval required). This can be reimbursed directly to the recipient. Following completion of the scholarship recipients will need to provide proof of how they spend the RA funds e.g. airline receipt, petrol receipts, rental agreement, letter from landlord, etc. RA invoices must be submitted within 3 months of completion of scholarship:

Cost Items	TOTAL
Accommodation (\$100/week for 26 weeks)	\$2,600.00
Return travel within WA	\$1,500.00
GST	\$410.00
Total RA allowance (inc GST)	\$4,510.00