****

**HEALTH PROMOTION SCHOLARSHIP PROGRAM**

**2024 Handbook**

*Applications close 5pm, 2 August 2024
Scholarship projects commence from October 2024*



**General enquiries to:**
Scholarships Coordinator
Australian Health Promotion Association (WA Branch)
Email: scholarshipswa@healthpromotion.org.au
Website: [www.healthpromotionscholarshipswa.org.au](http://www.healthpromotionscholarshipswa.org.au)

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

CONTENTS

[BACKGROUND 1](#_Toc169861525)

[GETTING STARTED 2](#_Toc169861526)

[ELIGIBILITY CRITERIA 3](#_Toc169861527)

[Applicant 3](#_Toc169861528)

[Agency 4](#_Toc169861529)

[Supervisor 4](#_Toc169861530)

[APPLICATION PROCESS 6](#_Toc169861531)

[APPLICATION INSTRUCTIONS 6](#_Toc169861532)

[SUBMISSION OF APPLICATION 7](#_Toc169861533)

[SELECTION PROCESS 8](#_Toc169861534)

[SUCCESSFUL RECIPIENT + AGENCY RESPONSIBILITIES 9](#_Toc169861535)

[REMUNERATION 10](#_Toc169861536)

[Scholarship Recipient Salary 10](#_Toc169861537)

[Salary On-costs 10](#_Toc169861538)

[Professional Development 10](#_Toc169861539)

[Remote and Rural Relocation Allowance (Remote and Rural Placements Only) 10](#_Toc169861540)

[PAYMENT PROCESS 12](#_Toc169861541)

# BACKGROUND

This Health Promotion Scholarship Program provides work experience and training opportunities to new health promotion graduates and Aboriginal and Torres Strait Islander people seeking a career in health promotion. The Australian Health Promotion Association Ltd (AHPA®) (WA Branch) Health Promotion Scholarship Program is Western Australia’s flagship health promotion scholarship. Established in 1993, this prestigious program builds on more than 30 years of history and success to launch the careers of the next generation of health promotion leaders. The list of previous recipients of the Scholarship Program is a rollcall of health promotion and public health leaders in Western Australia and beyond. The program has been fundamental in the development of graduate careers and the capacity of the WA health promotion workforce, while also enhancing the capacity of host agencies to deliver health promotion projects.

**AHPA (WA Branch)** isoffering up to three health promotion scholarships during 2024 for the below categories:

* Graduate scholarship
* Aboriginal and Torres Strait Islander scholarship;
* Regional scholarship (graduate and/or Aboriginal and Torres Strait Islander).

Each scholarship offered is for a twelve-month full-time health promotion work placement (part-time options can be negotiated). Scholarships are to **commence before December 2024**.

The successful applicant’s salary (plus partial 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 their professional career. Host agencies need to provide evidence of cultural security and support.

The project can be part of an existing program within the agency or a new initiative. ***It is essential that the project already has funding and appropriate resources to complete the project. The scholarship only covers the applicant’s salary and a portion of agency on-costs***. The applicant should not be expected to source further funding in order to complete the project.

# GETTING STARTED

Begin by familiarising yourself with the eligibility criteria, recipient and agency responsibilities, and processes outlined in this handbook.

The applicant may initiate the process by:

* approaching an agency and negotiating a specific project; 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 project; or
* contacting the AHPA (WA Branch) Scholarships Coordinator with a specific project in mind. Such projects will be discussed with potentially suitable applicants.

**Health promotion projects based in rural or remote areas are highly encouraged.**

Applicants are encouraged to submit scholarship projects that aim to improve health by addressing one or more of Healthway’s priority areas or priority populations. See Healthway’s Strategic Plan 2024-2029 for more information: <https://www.healthway.wa.gov.au/wp-content/uploads/Healthway-s-Strategic-Plan-Feb-2024-FINAL-version.pdf>

To find out more about some of the past successful scholarship projects, visit: <https://healthpromotionscholarshipswa.org.au/>

**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 and agencies are advised to **contact the Scholarships Coordinator** via scholarshipswa@healthpromotion.org.au to discuss the suitability of their project idea and eligibility criteria before applying.Please note that assistance with matching applicants and agencies, and advice on project suitability should be sought **at least two weeks** before the application due date.

**Ethical Approval:** Applicants and agencies are encouraged where possible and/or relevant to seek ethical approval for projects, preferably before the scholarship commences. This will help to ensure the project minimises any risks, operates in line with contemporary health promotion principles and practice and is achievable and feasible. It also supports the ability to make sure findings are able to be disseminated to a wider audience, such as in academic publications and at conferences. Example of an ethics application process and information about why ethics is required for research: <https://www.healthpromotion.org.au/ethical-health-promotion>

# 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. The applicant must:

* Be an undergraduate and postgraduate student in the final semester of a health promotion degree (or relevant course with sufficient health promotion content based on the International Union for Health Promotion and Education competencies, e.g. health science, preventative health or public health) at a Western Australian university. **OR** Have completed a tertiary qualification in health promotion (or relevant course with sufficient health promotion content based on the International Union for Health Promotion and Education competencies, e.g. 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**.**

* Hold 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. Aboriginal and/or Torres Strait Islander 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)*.
* **Be a Registered IUHPE Health Promotion Practitioner** or be eligible\* for and commit to registering for IUHPE Health Promotion Practitioner Registration **no later than 3 months** after project commencement. For more information, visit the AHPA website: <https://www.healthpromotion.org.au/practitioner-registration> *(\*Note: some applicants may only be eligible after they have sufficient work experience).*
* **Commit to the applicant making a significant contribution to the AHPA WA Branch during the year of their scholarship and in the 12 months post 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.
* Have the application signed by appropriate agency delegate (e.g. Manager, Director or CEO).
* **Ensure application is submitted by 5pm, Friday 2 August 2024**
* Be available for an interview during the week commencing last week of August/first week of September (NB: This interview can be done via telephone or Microsoft Teams for rural and remote areas).
* Be able to complete the scholarship project within the specified timeframe.
* Be employed exclusively by the host agency for the duration of the scholarship (exception for casual roles that are outside the health promotion).
* Each applicant can only submit one application per funding round.

## Agency

The host agency must:

* Be a health promotion, Aboriginal and Torres Strait Islander health or appropriate community organisation, not-for-profit, non-government or government agency.
* Hold a **current AHPA organisational membership.**
* **Have funding to complete the scholarship project before submitting an application**
* 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 more than one candidate (providing a designated supervisor is available for each recipient), however, agencies will only be awarded a maximum of one scholarship per year.
* Joint applications may be made where there is a partnership project. The scholarship recipient may be co-located between two agencies. Funding will only go to one agency and the scholarship recipient will be employed by this agency.

## Supervisor

The supervisor must:

* Be a health promotion practitioner, with both health promotion theoretical knowledge and at least **seven years of experience in health promotion practice and/or research**. A recipient can be **co-supervised** 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 a current individual AHPA member.**
* **Be an International Union of Health Promotion and Education (*IUHPE)* *Registered Health Promotion Practitioner*** or be in the process of actively applying for registration (must be completed no later than 3 months post commencement of scholarship).
* **Commit to the supervisor making a significant contribution to the AHPA WA Branch during the year of their scholarship and in the 12 months post 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.
* Have undergone **cultural security** training.
* Commit to spending an adequate amount of time directly supervising the scholarship recipient. **A supervision plan is requested.**

**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 2 August 2024)**.
6. **Interviews** will be conducted with short listed applicants **during last week of August/first week of September.**
7. All applicants (including unsuccessful applications) will be notified of the results by **Friday 27 September 2024.**
8. 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 on or before Monday 2 December 2024.**

# 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 (four pages).
6. Attach a copy of the supervisor’s curriculum vitae (four pages).
7. Return the completed application form, project proposal and attachments by **the** **closing date**

# 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

# 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:

**Applicant (50% of weighting)**

1. Qualification/Experience
2. Membership/Registration
3. Interview by a selection panel
4. Referee reports
5. General Eligibility requirements

**Agency/Supervisor (25% of weighting)**

1. Appropriateness of placement opportunity, including resources and infrastructure, role description and the range of health promotion activities the applicant will be involved in or have the opportunity to be included in.
2. Supervision
3. Membership/Registration
4. General Eligibility requirements

**Project (25% of weighting)**

1. Evidence of collaboration between applicant and agency in the application.
2. Evidence the project is based on health promotion theory and principles.
3. 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 **$2,000 (ex 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 six 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 six 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.

**Minimum dissemination of findings:** Recipients are required to attend both the 2024 and 2025 AHPA (WA Branch) Member Meetings. 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. Presentations at the annual Student Careers Night.

**AHPA (WA Branch) Committee Engagement:** Recipients and supervisors are required to be involved in AHPA activities throughout the scholarship project and 12 months post scholarships.Opportunities to participate include involvement as a committee member or ex-officio member at the Branch or national level.

**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.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.

**Meetings:** Scholarship recipients are also expected to be available for regular meetings with the Scholarships Coordinator 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.

**Mentoring:** Scholarship recipients will be connected to an appropriate mentor at the commencement of their scholarship.

**Ethical approval:** 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 at completion and twelve months post-scholarship completion.

**Membership and Practitioner Registration:** AHPA agency and individual membership is to be maintained for the duration of the project. Practitioner registration by the applicant and supervisor is required no later than 3 months after project commencement.

# REMUNERATION

Scholarship funding covers the applicant’s salary plus an additional amount 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. The host agency is expected to provide an overview of their contribution to the applicant’s position (financial and in-kind).

## Scholarship Recipient Salary

A salary of up to approximately **$78,000 (ex GST)** per annum is offered. Four 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 a portion of agency **on-costs (30%) including** the recipient’s scholarship wages e.g. insurance and superannuation.

## Professional Development

Additional funds up to **$2,000 (ex GST)** are available to each scholarship recipient to attend professional development (PD), training workshops or events relevant to health promotion. 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 **$7,800 (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 26 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:** *(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.*  |
| **Relocation Cost Item**  | **Description (brief)**  | **Estimated cost** | **Total requested**  |
| *Return flights* *(OR) Return road travel* | *Perth to Broome**Perth to Broome* | *$1,500.00**$674.10\** | *$1,500.00* |
| *Rent assistance*  | *$150 p/w* | *$3,9000.00* | *$3,900.00* |
|  |  | GST | *$540.00* |
|  |  | TOTAL | *$5940.00* |
| **\*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 and cc’d to the AHPA WA Treasurer.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Payment 1****(75%)** | **Payment 2****(25%)** | **TOTAL** |
| Scholarship – salary $78,000 P/A for 52 weeks  | $58,500 | $19,500 | **$78,000** |
| Agency on-costs (30%) | $17,550 | $5,850 | **$23,400** |
| GST | $7,605 | $2,535 | **$10,140** |
| Total Scholarship Payment (inc GST) | $83,655 | $27,885 | **$111,540** |

**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 | $2,000.00 |
| GST | $200.00 |
| Total PD Allowance (inc GST) | $2,200.00 |

 **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 ($150/week for 52 weeks) | $7,800.00  |
| Return travel within WA | $1,500.00  |
| GST | $930.00 |
| Total RA allowance (inc GST) | $10,230 |