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**HEALTH PROMOTION SCHOLARSHIP PROGRAM**

**2018 Guidelines + Application Form**

Jamie Cavill, Scholarship Program Coordinator

On behalf of the Australian Health Promotion Association (WA Branch)

*Applications close: 9am, Monday 13 November 2017  
Scholarship projects to commence by February 2018*

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

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# BACKGROUND

The **Australian Health Promotion Association (AHPA®) WA Branch** isoffering four health promotion scholarships during 2018:

* One graduate scholarship;
* One Aboriginal and Torres Strait Islander scholarship;
* One regional scholarship; 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 2018**. To apply for a scholarship, you 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/University qualifications in Aboriginal health, nursing, youth work, teaching or other related fields.

Health promotion, appropriate community and Aboriginal and Torres Strait Islander health non-government and government agencies host scholarship recipients. The successful applicant’s salary (plus 20% on-costs) is funded by the scholarship with access to additional professional development funding. Successful applicants are to be supervised by an experienced health promotion professional within the agency to undertake tasks of mutual benefit to the agency and to their professional career. Host agencies need to provide evidence of cultural security.

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**. 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 (plus 20% on-costs). The applicant should not be expected to source further funding in order to complete the project.

The Health Promotion Scholarship Program has hosted 61 graduate and 35 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.

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>

# Aim

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.

# GETTING STARTED

Scholarships may be initiated via the following methods:

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 having 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 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 or population will receive heavier weighting in the recruitment process. See Healthway’s strategic plan for more information: <https://www.healthway.wa.gov.au/wp-content/uploads/healthway-strategic-plan-2012-2017_hr.pdf>

**Ethics:** Applicants 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: <http://research.curtin.edu.au/ethics-integrity/human/>

***Please familiarise yourself with the eligibility criteria, responsibilities and payment information in section N of the application form.***

# APPLICATION PROCESS

1. It is the applicant and agency’s joint responsibility to negotiate a health promotion scholarship placement with a precise job role, project and timeline. Please note, as the scholarship only covers the applicant’s salary (plus 20% on-costs), the agency must have funding and appropriate resources to complete the project before the application is submitted.
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. The applicant should **submit** the application form by **the due date (9am, Monday 13 November 2017)**. It is the applicant’s responsibility to ensure all forms and attachments are received by the due date.
6. **Interviews** will be conducted with short listed applicants **during the fortnight following the application closing date.** (NB: These interviews can be conducted via phone link for remote and rural areas). Interview panel will include at least one Aboriginal and Torres Strait Islander person.
7. All applicants will be notified of the results by **Friday 15 December 2017** and successful scholarship recipients should **commence placement by February 2018.**

# SELECTION PROCESS

Selection of successful applicants will use a 3 tier selection process, assessing the Applicant, the Project, and the Agency/Supervisor 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/volunteer experience and/or TAFE/University qualifications in Aboriginal health, nursing, youth work, teaching or other related fields..

1. Be a **current member** of AHPA at time of application (membership is to be maintained for duration of scholarship).
2. Interview by a selection panel.
3. Two nominated referees.

Project

1. Evidence of collaboration between applicant and agency in the application.
2. Evidence the project is based on health promotion theory and principles.

Agency/Supervisor

1. Appropriateness of placement opportunity, including job description, the range of health promotion activities the applicant will be involved in and relevance to a career in health promotion.
2. The agency must have appropriate resources and infrastructure, including funding, to conduct the project prior to submitting an application.
3. The agency must provide evidence of cultural security through the provision of staff training and/or a history of successful Aboriginal and Torres Strait Islander employment/supervision.
4. Appropriate supervision by a person in the agency with a minimum of five years health promotion experience and who has appropriate cultural experience and/or training.
5. Supervisor and/or agency must be a current member of AHPA.

# SUBMISSION OF APPLICATION

Applicants are required to provide:

* **Electronic version** of completed application form.
* **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.

*Applications close: 9am, Monday 13 November 2017*

**Submit your application via email to:**Scholarships Coordinator  
Australian Health Promotion Association (WA Branch)   
Email: [scholarshipswa@healthpromotion.org.au](mailto:scholarshipswa@healthpromotion.org.au)

APPLICATION FORM 2018

# APPLICATION INSTRUCTIONS

1. The applicant and host agency should complete this application form together.
2. Please complete all sections in full.
3. Applications must be typed.
4. Attach a photocopy of the applicant’s most recent academic record (if applicable). If the application is based on prior work/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 and attachments by the closing date.

*Applications close: 9am, Monday 13 November 2017*

# A. APPLICANT

To be completed by the applicant:

|  |  |
| --- | --- |
| Name: |  |
| Home Address: |  |
| Postcode: |  |
| Phone (Home): |  |
| Mobile: |  |
| Email: |  |
| Address while on placement (if different to above): |  |

# B. HOST AGENCY

To be completed by the supervisor from the hosting agency to employ the scholarship position:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organisation/Agency: |  | | |
| Address: |  | | |
| Supervisor: |  | | |
| Phone: |  | Mobile: |  |
| Email: |  | | |

Please provide a short summary of the supervisor’s health promotion experience:

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Please explain how the supervisor plans to support the applicant, including approximate hours per week the supervisor will spend with the applicant.

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Please provide a brief summary of the agency’s cultural competencies. This may include provision of staff training and history of successful Aboriginal and Torres Strait Islander employment supervision. If the agency has a Reconciliation Action Plan (RAP), please attach it to the application.

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# C. APPLICANT’S QUALIFICATIONS

Please attach a copy of the applicant’s most recent academic record to the application (if applicable). This might include tertiary or post-compulsory qualifications in any health or social science related field (i.e. University or TAFE). The AHPA (WA Branch) must sight a copy of the final academic record (if applicable) prior to funds being released to the organisation/agency and commencing the scholarship. **If the applicant has not completed any qualifications**, please ensure that Section D is completed and a letter of support from a workplace supervisor is attached to the application.

|  |  |  |
| --- | --- | --- |
| **Qualification/s** | **Institution/s** | **Date completed/ due to be completed** |
|  |  |  |
|  |  |  |

# D. APPLICANT’S PROFESSIONAL AND VOLUNTARY EXPERIENCE

Please list your most recent experiences first (include any work/volunteer experience and appointments relevant to health promotion, Aboriginal health, nursing, youth work, teaching or other related fields).

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution or Agency** | **Position Held** | **Dates** | **Voluntary or Paid** |
|  |  |  |  |
|  |  |  |  |

# E. PROJECT OUTLINE

In your own words, please describe the proposed project or range of activities that will be undertaken by the applicant including **goals, objectives** and **strategies**. This could be a discrete new project or identifying opportunities for involvement in existing programs which could be enhanced by the applicant.   
(Between 300 and 600 words)

# F. EVALUATION

Your **evaluation** should measure the achievement of your objectives. How will you go about measuring whether you have achieved your objectives and whether your strategies have been of high quality and acceptable to the target group?

# G. PROJECT TIMELINE

Please present a timeline for the proposed project/activities using the template below.

|  |  |
| --- | --- |
| **Month** | **Tasks** |
| Work type (part time / full time), hours per week: | |
| *January 2018* | *e.g. Commencement of scholarship.* *Refine planning document and professional development plan.* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# H. HEALTH PROMOTION COMPETENCIES

Please list the range of skills relevant to health promotion practice that the applicant will develop during this placement, with reference to proposed activities to be undertaken by the applicant.

You will find it useful to refer to the International Union of Health Promotion and Education’s (IUHPE) Core Competencies and Professional Standards for Health Promotion here: <http://www.iuhpe.org/index.php/en/practitioner>

|  |
| --- |
| **Health promotion skill(s) gained** |
| *e.g. Partnership building competencies – the applicant will develop and maintain partnerships with three agencies as part of the planning and implementation phases of the project.* |
|  |
|  |
|  |

# I. SCHOLARSHIP SELECTION

|  |
| --- |
| 1. **Please indicate which scholarship category you are applying for:** (*tick all that apply)*   Graduate  Aboriginal or Torres Strait Islander  Regional |

# J. APPLICANT’S REFEREES

Please list two referees who can comment on the applicant’s experience (work or volunteer). Please note, referees should be contactable during December 2017.

## Referee One:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Position: |  |
| Relationship to applicant: |  | | |
| Agency: |  | | |
| Phone (work): |  | Mobile: |  |
| Email: |  | | |

## Referee Two:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Position: |  |
| Relationship to applicant: |  | | |
| Agency: |  | | |
| Phone (work): |  | Mobile: |  |
| Email: |  | | |

# K. CERTIFICATION OF AGENCY

I certify on behalf of this agency that:

1. The agency will provide the facilities, including appropriate funding for the project, office accommodation and adequate supervision for the applicant if successful in obtaining a scholarship.
2. The agency will provide relevant entitlements including sick leave and insurance through formal agreement / contract of employment or similar. The scholarship includes agency on-costs of 20% of the recipient’s scholarship wages. Agencies are required to cover any additional expenses past this amount.
3. The agency will administer the scholarship (the head of department/area must sign this section).

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Certifying Officer: |  | | |
| Position: |  | | |
| Agency: |  | | |
| Phone: |  | | |
| Email: |  | | |
| Signature of Certifying Officer: |  | Date: |  |

# L. MENTORING PROGRAM – MENTEE APPLICATION FORM

Successful applicants are matched with mentors to provide additional support throughout the scholarship period. Please complete the form below to assist in finding a suitable mentor.

|  |
| --- |
| 1. **Please list three specific objectives you would like to work towards:** (ie long or short term goals, areas of work that you would like to develop, experience/skills/knowledge you would like to enhance/develop *eg evaluation, management skills, interview skills, project management*) |
| 1. **What is your field of interest?** *(any specialty areas; nutrition, rural health, Aboriginal health etc.)* |
| 1. **Do you have a mentor in mind?**  Yes  No   If you have a particular person in mind to be your mentor, please provide their name, and  if possible contact details, so that AHPA can invite them to participate.  Name of potential mentor:  Phone:  Email: |
| 1. **If available, would you prefer:** (*tick one box only)*   Metro-based mentor  Non-metro based mentor  Either – whoever is best matched to my needs |
| 1. **How long have you been working in the health field?**   Less than 2 years  2 years - 5 years  6 years - 9 years  10 years - 13 years  Over 14 years |
| 1. **Would you describe yourself as …**   New to health promotion  Partially completed a health promotion course  New graduate from a health promotion course  Other (please describe)… |

# M. CHECKLIST

Please complete this checklist to ensure that the scholarship applicant and the agency meet the scholarship criteria:

Within this application we have:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| 1. Discussed the suitability of the proposed scholarship project with the AHPA (WA Branch) Scholarships Coordinator. |  |  |
| 1. Completed all sections of this application form. |  |  |
| 1. Provided a copy of the applicant’s most recent academic record or alternatively a letter of support from a workplace supervisor detailing relevant work/volunteer experience. |  |  |
| 1. Included contact details for the applicant’s two nominated referees. |  |  |
| 1. Provided a copy of the applicant’s and supervisor’s Curriculum Vitae (no more than 4 pages each). |  |  |
| 1. Included the applicant’s and supervisor’s/ agency’s AHPA membership numbers. |  |  |
| 1. Included a letter from the agency confirming that they are a not-for-profit organisation, or government-funded agency. |  |  |
| 1. Included information or evidence from the organisation/agency demonstrating cultural security. |  |  |
| 1. The applicant and supervisor will be available for an interview the fortnight following closing date of applications. |  |  |

# N. ADDITIONAL INFORMATION

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

# ELIGIBILITY CRITERIA

## 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:

* 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/volunteer experience and/or TAFE/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 six months in a paid health promotion role. Applicants are eligible if they have worked as an Aboriginal Health Worker or 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. For more information, visit the AHPA website: <https://healthpromotion.org.au/about-ahpa/membership> *(Note: fees are lower for student and Aboriginal memberships)*.
* 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 applications are submitted by the closing date (9am, Monday 13 November 2017).**
* Be available for an interview during the fortnight following the closing date.   
  (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

* Health promotion, appropriate community and Aboriginal and Torres Strait Islander health non-government and government agencies are eligible to apply for a scholarship. As the scholarship only covers the recipient’s salary plus 20% on-costs, the agency must have funding to complete the project before submitting an application.
* Agencies can submit applications for up to two candidates (providing a designated supervisor is available for each recipient).
* Agencies or supervisors should hold an AHPA membership.
* Agencies must provide evidence of cultural security, such as the provision of staff training, a history of Aboriginal and Torres Strait Islander employment/supervision or relevant Reconciliation Action Plan or policy.

## Supervisor

* The supervisor is required to be a health promotion professional within the host agency, with both health promotion theoretical knowledge and at least **five years of practical health promotion experience**. 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.
* Supervisor/s must be an International Union of Health Promotion and Education (*IUHPE)* *Registered Health Promotion Practitioner* or have the skills required to become registered.

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.

# RECIPIENT + AGENCY RESPONSIBILITIES

Successful scholarship recipients are responsible for the following during the course of the scholarship:

**Professional Development Plan:** An additional $1,000 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 recipient will gain from attending. The PD plan needs to be completed within two weeks of commencement of the scholarship and will need to be approved by AHPA and Healthway before this money can be awarded. To recoup the funds, the host agency must send an invoice with evidence of attendance at approved courses.

**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:** 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.

**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).

**Performance Review:** Review of recipient’s progress and performance to be completed no later than three months after commencement of scholarship (or at the halfway point if completing scholarship part-time).

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

**AHPA (WA Branch) Member Communications:** Provide an article to be published in the AHPA (WA Branch) member communications at the beginning and end of scholarship, and generate local publicity or media coverage 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) Annual General Meeting.

**Meetings:** 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:** Applicants 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 applicants up to 12 months following the completion of their scholarship. Applicants will be contacted to complete an evaluation form at three, six and twelve months post-scholarship completion.

# REMUNERATION

A salary of approximately $66,229 (ex GST) per annum (**pro rata for 6 months or equivalent**) is offered and payment comprises:

## On Costs

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

## Professional Training

An additional **$1,000** is available to each scholarship recipient to attend training workshops or courses relevant to health promotion. Access to these additional funds require recipients to complete a PD Plan (see section N Recipient + Agency responsibilities for more information). Receipts and/or other documentation are required to be submitted to the Scholarships Coordinator as evidence of attendance at approved PD. The AHPA (WA Branch) will only reimburse the host agency following receiving an invoice outlining costs of approved PD up to $1,000.

## Remote and Rural Relocation Allowance (rural and remote placements only)

For placements undertaken in rural and remote areas, additional funds are available for recipients who require support to relocate to rural or remote areas to undertake their scholarship. All applicants wishing to undertake a rural or remote placement should contact the AHPA (WA Branch) to discuss this prior to lodging an application.

## Annual Leave

**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.

# 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** |

Additional allowances are available for professional training (prior approval required):

|  |  |
| --- | --- |
|  | TOTAL |
| Professional Training Allocation | $1,000.00 |
| GST | $100.00 |
| Total Professional Training Allocation (inc GST) | $1,100.00 |

**Remote and Rural Relocation Allowance:** If a recipient relocates for the purposes of undertaking a rural or remote scholarship, they are eligible for an allowance to assist with covering the costs of accommodation and flights (prior approval required).

|  |  |
| --- | --- |
|  | **TOTAL** |
| Accommodation ($100/week for 26 weeks) | $2,600.00 |
| Return flights within WA | $1,500.00 |
| GST | $410.00 |
| Total Remote and Rural Relocation Allowance (inc GST) | $4,510.00 |

# O. APPLICANT’S DECLARATION

I hereby certify that I have not worked in a paid health promotion role for more than six months full-time equivalent, have not previously received an AHPA (WA Branch) scholarship and will be available for interview during the fortnight commencing 13 November 2017.

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Applicant’s Name (printed)Applicant’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Thank you for taking the time to complete your application.