

HEALTH PROMOTION SCHOLARSHIP PROGRAM 2021 Handbook

Applications close 5pm, Friday 13 November 2020
Scholarship projects commence February 2021

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 Australian Health Promotion Association Ltd (AHPA®) WA Branch Health Promotion Scholarship Program is Western Australia's flagship health promotion scholarship, a prestigious program that builds on 27 years of history and success to launch the careers of the next generation of health promotion leaders. The strength of this program is its return on investment for Healthway, program longevity, and its recognition amongst public health professionals both within Western Australia and beyond. The program has been fundamental in both 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. Since 1993 the Scholarship Program has had many positive outcomes. For scholarship recipients themselves, evaluation has shown that they 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. The list of previous recipients of the Scholarship Program is a roll-call of health promotion and public health leaders in both Western Australia and beyond – who have taken this early-career opportunity and built careers in government, not-for-profit and academia.

The **Australian Health Promotion Association (AHPA®) WA Branch** is offering four health promotion scholarships during 2021:

- 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 before March 2021**.

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 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 to their professional career. Host agencies need to provide evidence of cultural security and support.

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 a portion of agency on-costs. 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 and agencies are advised to **contact the Scholarships Coordinator** on scholarshipswa@healthpromotion.org.au to discuss the suitability of their project idea and eligibility criteria before submitting an application (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)

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 participating in the AHPA WA Branch Communities of Practice. These communities of practice will encourage ongoing engagement of recipients with the AHPA (WA Branch) committee to engage in sessions that support learning around IUHPE competencies, foster collegiality and translate knowledge beyond their own agencies and in to the AHPA community.

- ☐ 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 13 November 2020.**
- ☐ Be available for an interview during the week commencing Monday 14 December 2020. (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 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 more than one candidate (providing a designated supervisor is available for each recipient), however, any agency can only be awarded a maximum of two scholarships per year.

Supervisor

The supervisor must:

- ☐ Be a health promotion professional within the host agency, with both health promotion theoretical knowledge and at least **seven 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 be in the process of actively applying for registration.
- ☐ Co-supervision situation may be considered on a case-by-case situation to facilitate regional or Aboriginal Scholarship positions where potential supervisors may hold less experience.
- ☐ Commit to spending an adequate amount of time directly supervising the scholarship recipient. A supervision plan is requested.
- ☐ Commit to participating in the AHPA WA Branch Communities of Practice. These communities of practice will encourage ongoing engagement of recipients with the AHPA (WA Branch) committee to engage in sessions that support learning around IUHPE competencies, foster

collegiality and translate knowledge beyond their own agencies and in to the AHPA community.

- ☐ 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 13 November 2020)**.
6. **Interviews** will be conducted with short listed applicants **during week commencing Monday 14 December 2020**. 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 **Friday 18 December 2020**
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 before Monday 1 March 2021**.

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 (two pages).
6. Attach a copy of the supervisor's curriculum vitae (two pages)
7. Return the completed application form, project proposal and attachments by **the closing date (5pm, Friday 13 November 2020)**.

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 13 November 2020

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 and the subsequent year).
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. AHPA WA requires an overview of the on-costs requested and what will be provided from the host agency in terms of investment and in-kind support to the applicant.
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 seven years experience in health promotion practice and/or research, and who has undertaken cultural security training.
9. Supervisor must be an IUHPE Registered Health Promotion Practitioner or be actively applying for registration.
10. A Supervisor 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.

Communities of Practice: To develop the engagement and sustainability of the AHPA WA Branch, applicants and their supervisors are expected to commit to participating in the AHPA WA Branch Communities of Practice. These communities of practice will encourage ongoing engagement of recipients with the AHPA (WA Branch) committee to engage in sessions that support learning around IUHPE competencies, foster collegiality and translate knowledge beyond their own agencies and in to the AHPA community. These sessions will invite recipients and their supervisors, and key WA Branch committee members and a nominee from Healthway to participate in review, joint problem solving and examine opportunities to further develop their project beyond the life of the Scholarship project.

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 at three, six and twelve months post-scholarship completion.

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 \$69,581 (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 a portion of agency **on-costs including** the recipient's scholarship wages e.g. insurance and superannuation. **Agencies are required to provide an overview of what exact on-costs are requested, what portion will be funded by the agency, and what in-kind support will be provided.** 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 three 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 **\$5,400 (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:

(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	Perth to Broome	\$1,500.00	\$1,500.00
(OR) Return road travel	Perth to Broome	\$674.10*	
Rent assistance	\$150 p/w	\$3,900.00	\$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	\$26,092.50	\$8,697.50	\$34,790.00
Agency on-costs (for example 20%)*	\$5,218.50	\$1,739.50	\$6,958.00
Total Scholarship (ex GST)	\$31,311.00	\$10,437.00	\$41,748.00
GST	\$3,131.10	\$1,043.70	\$ 4,174.80
Total Scholarship Payment (inc GST)	\$34,442.10	\$11480.70	\$ 45,922.80

*20% is an example of requested on-costs for the project. The actual amount will be subject to approval of on-costs upon application. Please see below for more details

Agency On costs: Agencies must specify costs for the project, or for the costs associated with employing the scholarship recipient. The table below is an example of possible on-costs.

Cost Items	TOTAL
<i>Example: Workers compensation Insurance</i>	<i>\$870</i>
<i>Superannuation</i>	<i>\$3,305</i>
<i>Payroll tax, additional on costs etc</i>	<i>\$2,800</i>
<i>Costs provided in-kind</i>	<i>\$3,479</i>
<i>GST requested</i>	<i>\$697</i>
<i>Total on costs requested (inc GST)</i>	<i>\$7,653</i>
<i>Total on costs</i>	<i>\$11,132</i>

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 (\$150/week for 26 weeks)	\$3,900.00
Return travel within WA	\$1,500.00
GST	\$540.00
Total RA allowance (inc GST)	\$5,940