

Standing with our Hardworking Health Services Staff

Health Services Worker Training Fund

Funding Guidelines and Application Form 2020-21

Introduction

The Fund – Year 2

The *Standing with our Hardworking Health Services Staff – Health Services Worker Training Fund* (the Fund) supports the provision of a high-quality frontline health service workforce with contemporary and relevant skills.

Frontline health service workforce refers to those workers who ensure the health service operates effectively and efficiently, including hospital cooks, orderlies, cleaners, security officers, administrative staff and other non-clinical support staff. Frontline health service workers are an important asset in achieving the best health, wellbeing and safety for all Victorians so they can live a life they value.

The cost of education and training can be a barrier for frontline health service workers wanting to improve their skills and progress their careers. The Fund is an opportunity to develop and strengthen the skillset of these staff and enable them to pursue the jobs they want.

To support frontline health services staff to gain qualifications, and increase skills and knowledge, the Victorian government has committed 100 scholarships valued up to \$10,000 each, over two years, commencing in 2019-20. These scholarships, along with a capped fund calculated at 25 per cent of the total scholarship amount to supplement employee wages, will ensure frontline health service workers can train while maintaining their income.

The scholarships will enable access to accredited Certificate level training for eligible workforces currently employed at a health service, who may not otherwise have an opportunity to improve their skills and qualifications.

The Fund aims to:

- target workers who want to improve their job skills and job opportunities
- improve staff morale, job satisfaction, career pathways and opportunities
- improve retention and utilisation
- improve patient care and satisfaction

Scholarships

Funding of up to \$10,000 per scholarship is available for Victorian public health services.

Funding includes supporting costs associated with course fees, student fees, textbooks, school materials, and travel.

At the discretion of health services, scholarships may be divided into two, equivalent to \$5000 each, to support additional trainees.

Health services can apply for up to two \$10,000 scholarships in each funding round.

In addition, capped funding to supplement employee wages while on training, calculated at 25 per cent of the total scholarship amount will be included.

Health services should note that where the cost of backfill exceeds capped funding, they may choose to support the employee to complete their studies by maintaining the employee's salary for the duration of the program

(beyond the capped funding) through internal budget allocation. Alternatively, employees in receipt of a scholarship may be supported by health services, **but not directed**, to utilise leave entitlements (inclusive of study leave, annual leave and leave no pay) when undertaking training.

Health services can nominate through the application form below the number and nature of scholarships requested.

Guiding principles

Health services enable accessible and equitable opportunity for all staff to apply

- Health services must be able to demonstrate that they have actively encouraged and maximised opportunities for all frontline health service workers to submit their applications. This refers to broad and targeted communications strategies via online, and face to face meetings, as well as access to specific information and application forms at the health service.
- Health services must ensure that all frontline health service workers including priority and/or diverse workforces, such as workers living with disability, workers from non-English speaking backgrounds, older workers and indigenous workers, have been encouraged to submit applications.

Rural and regional recognition

- A minimum of 30 per cent of scholarships will be allocated to rural and regional health services.

Funding conditions

Funds will be disbursed through the department's budget payment system, in line with current finance arrangements and policy.

Health services are expected to deliver all requested scholarships to recipients commencing relevant training in 2020-21.

Funding may be adjusted or recalled if planned activity identified through the application submission process did not occur.

Health service funding allocation will be dependent upon demand and assessment of applications.

Health services will be responsible for supporting scholarship recipients as per their application form. This includes meeting any accreditation, governance, quality and safety standards, management of funding, human resources processes and any other necessary recruitment or education requirements.

By accepting this funding, a health service agrees to:

- adhere to reporting timelines and respond to departmental requests for reporting in a timely manner
- adhere to the latest Department of Health and Human Services Policy and Funding Guidelines
- immediately notify and discuss with the department any issues that may impact scholarship allocation.

Reporting

Health services will be required to report on the outcomes of their scholarships against the following criteria:

- uptake of scholarships across courses, occupations and locations
- feedback from scholarship recipients about the quality of the courses and impact on work
- feedback from health services on the impact of scholarships on staff morale, retention and service delivery

Health services may be asked to submit case studies pertaining to the impact of scholarships for trainees at work and for the employing health service.

Scholarship conditions

Health services should apply the following conditions to their scholarship application process if successful through this funding process.

Applicants

To be eligible, applicants must:

- Be employed at a Victorian public hospital, metropolitan health service or multipurpose service identified in schedules 1,2,3,4 and 5 of the Health Services Act 1998
- Be employed at a Victorian public health service
- Provide evidence of enrolment in a training program in 2020-21
- Provide evidence of the course enabling the employee to possess contemporary and relevant skills
- Not have previously undertaken formal studies greater than Diploma level
- Not have received scholarship funding from the Health Services Worker Training Fund in 2019-20.

Courses

Eligible staff are encouraged to consider Certificate level studies such as (but not limited to):

- Certificate II in Health Support Services
- Certificate III in Health Services Assistance
- Certificate III in Health Support Services
- Certificate III in Non-Emergency Patient Transport
- Certificate III in Commercial Cookery (Non-apprenticeship),
- Certificate III or IV in Health Administration
- Certificate IV in Health Care
- Certificate IV in Allied Health Assistance
- Certificate studies in Hospital Security (or equivalent)
- Certificate studies in Literacy or Numeracy
- Certificate studies in Computer Literacy

Course dates and duration

Scholarship funding supports costs associated with up to one year of full-time or equivalent part-time study.

Candidates must start their course before June 2021.

Scholarship conditions

Deferment from course

- If the scholarship recipient is required to defer their studies, they must notify their employer within one week of the change in study arrangements.
- If the scholarship recipient plans to recommence study in 2020-21, they will not need to return the funds.
- If the scholarship recipient does not return to study in 2020-21, the scholarship funds will be recalled.
- The amount to be repaid will be based on the 'Withdrawal from course' rules (see below).
- Scholarship recipients may re-apply in subsequent scholarship rounds.

Withdrawal from course

- Scholarship recipients withdrawing from the course are required to notify their employer within one week of withdrawal.
- Following withdrawal, total funds may be required to be returned if completion of semester one is unsuccessful.
- If the scholarship recipient withdraws post successful completion of semester one, they will be required to return half of the scholarship funds.

Funding disbursement and conditions

Funds will be disbursed to the employing health service through the normal budget payment system in line with existing finance arrangements.

The employing health service will disseminate scholarship and capped wage supplement funds directly to the scholarship recipients for the purpose outlined in these guidelines. Administrative fees must not be levied against the funds by health services. The department has an expectation that scholarship funding to the student will occur within four weeks of the health service receiving this funding.

Taxable Income

The department is not required to withhold tax (PAYG) from scholarships paid. Recipients should be made aware that:

- they may be liable to pay tax on their scholarship. For more information refer recipients to the calculator on the [Australian Taxation Office website](https://www.ato.gov.au/calculators-and-tools/is-my-scholarship-taxable/) <<https://www.ato.gov.au/calculators-and-tools/is-my-scholarship-taxable/>>.
- they may be entitled to claim a tax deduction for self-education expenses – [for more information about self-education expenses](https://www.ato.gov.au/individuals/income-and-deductions/deductions-you-can-claim/self-education-expenses) please refer recipients to the Australian Taxation Office site <<https://www.ato.gov.au/individuals/income-and-deductions/deductions-you-can-claim/self-education-expenses>>.

The department strongly recommends that recipients seek independent tax advice in respect to their scholarship payments.

Application process

Victorian public health services are invited to submit the attached funding application form with their expected scholarship requirement for 2020-21.

Completed application forms must be submitted via email to nmw@dhhs.vic.gov.au by 5:00 pm, 30 September 2020.

Late applications will not be accepted.

Key Dates

Date	Activity
12 June 2020	Applications open
5:00 pm 30 September 2020	Applications close
13 November 2020	Health services notified of application outcome

Health Service Eligibility criteria

To be eligible for funding, health services must:

- be a Victorian public health service as defined in the Health Services Act 1988
- have submitted a completed funding application form by 5pm, Wednesday 30 September 2020
- commit to supporting frontline health workers in receipt of scholarships to commence training in 2020-21
- provide executive endorsement of the application

Only health service applications that meet this eligibility criteria will be assessed for funding against the evaluation criteria below.

Evaluation criteria

Scholarships

Applications for scholarships will be assessed against the following evaluation criteria:

- Criterion 1: Please describe how the requested scholarships will support the **growth and development of the individual applicant/s** to possess contemporary and relevant skills
- Criterion 2: Please describe the broader **organisational need for the specific training and development identified**
- Criterion 3: Please describe how the service will **provide appropriate organisational support**, to enable staff to undertake these studies
- Criterion 4: Please describe how these scholarships link with organisational **strategies to address staff job satisfaction and morale, career pathways and longer-term staff recruitment and retention**

Assessment process

An initial evaluation will be used to short-list submissions. Following short-listing, service providers may be approached to meet with the evaluation panel to provide clarification or further information.

All service providers will be advised in writing of the outcome of the submission process.

Scoring

Submissions will be initially scored against the following scale

Evaluation	Score
Exceeds all aspects of the selection/evaluation criterion	4
Exceeds some aspects of selection/evaluation criterion (and meets all other aspects of the selection/evaluation criterion)	3
Meets the selection/evaluation criterion	2
Fails some aspects of the selection criterion	1
Fails all aspects of the selection criterion	0

Contact

For further information please contact the department at:

- Email nmw@dhhs.vic.gov.au

Standing with our Hardworking Health Services Staff – Health Services Worker Training Fund

Application Form - Scholarships

Contact details

Health service name:	
Key contact name:	
Position:	
Email:	
Phone:	

Eligibility criteria

Are you a Victorian public health service as defined in the Health Services Act 1988?	Yes/No
Have you submitted a completed a funding application form by 5:00 pm 30 September 2020	Yes/No
Do you commit to delivering scholarships to frontline health workers within 2020-21?	Yes/No
Have you obtained executive endorsement of the application?	Yes/No

Application Summary

Total number of \$10,000 scholarships your health service is applying for (up to a maximum of 3 scholarships/6 candidates)		#
Name of candidate/s	Include current job role, and employment location for each candidate	Course

Health services run a coordinated application process

Please describe how the health service has coordinated the applications process for all eligible frontline health service workers, including the process to ensure all applicable employees have had the opportunity to apply. (The applications process refers to assessing, collating and costing the final list of applications from their health service, prior to submitting the final list to the Department of Health and Human Services (the department)).

Assessment criteria

Criterion 1

Please describe how the requested scholarships will support the growth and development of the applicant/s to possess contemporary and relevant skills

Word limit: 400 words

Criterion 2

Please describe broader organisational need for training and development identified

Word limit: 400 words

Criterion 3

Please describe how the service will provide efficient and appropriate organisational support to enable staff to undertake studies

Word limit: 400 words

Criterion 4

Criterion 4: Please describe how these scholarships link with organisational strategies to address staff job satisfaction and morale, career pathways and longer-term staff recruitment and retention

Word limit: 400 words

Please provide detailed information regarding **each** applicant including name, selected course and cost and detailed costings associated with completion of the nominated course.

(Funding of up to \$10,000 per scholarship is available for Victorian public health services. Funding includes supporting costs associated with course fees, student fees, textbooks, school materials, and travel. At the discretion of health services, scholarships may be divided into two, equivalent to \$5000 each, to support additional trainees.)

Applicant 1

Name of applicant			
Name of course			
Name of TAFE/ RTO campus			
Commencement date of course	/ /	Completion date	/ /
Course fees (include amenities fees if applicable)	\$		
Study load	<input type="checkbox"/> Part time studies <input type="checkbox"/> Full time studies		
Course location	<input type="checkbox"/> On Campus <input type="checkbox"/> Online		
Costs - Equipment - Textbooks and other study materials - Travel expenses - Other (please list) Total (\$5,000 or \$10,000)	\$ 		
Capped Funding (\$2,500 per scholarship) - Salary maintenance - Rostering - Other	\$ 		

Applicant 2			
Name of applicant			
Name of course			
Name of TAFE/ RTO campus			
Commencement date of course	/ /	Completion date	/ /
Course fees (include amenities fees if applicable)	\$		
Study load	<input type="checkbox"/> Part time studies <input type="checkbox"/> Full time studies		
Course location	<input type="checkbox"/> On Campus <input type="checkbox"/> Online		
Costs - Equipment - Textbooks and other study materials - Travel expenses - Other (please list) Total (\$5,000 or \$10,000)		\$	
Capped Funding (\$2,500 per scholarship) - Salary maintenance - Rostering - Other		\$	

Applicant 3			
Name of applicant			
Name of course			
Name of TAFE/ RTO campus			
Commencement date of course	/ /	Completion date	/ /
Course fees (include amenities fees if applicable)	\$		
Study load	<input type="checkbox"/> Part time studies <input type="checkbox"/> Full time studies		
Course location	<input type="checkbox"/> On Campus <input type="checkbox"/> Online		
Costs - Equipment - Textbooks and other study materials - Travel expenses - Other (please list) Total (\$5,000 or \$10,000)		\$	
Capped Funding (\$2,500 per scholarship) - Salary maintenance - Rostering		\$	

- Other	
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Applicant 4			
Name of applicant			
Name of course			
Name of TAFE/ RTO campus			
Commencement date of course	/ /	Completion date	/ /
Course fees (include amenities fees if applicable)	\$		
Study load	<input type="checkbox"/> Part time studies <input type="checkbox"/> Full time studies		
Course location	<input type="checkbox"/> On Campus <input type="checkbox"/> Online		
Costs	\$		
<ul style="list-style-type: none"> - Equipment - Textbooks and other study materials - Travel expenses - Other (please list) 			
Total (\$5,000 or \$10,000)			
Capped Funding (\$2,500 per scholarship)	\$		
<ul style="list-style-type: none"> - Salary maintenance - Rostering - Other 			

Applicant 5			
Name of applicant			
Name of course			
Name of TAFE/ RTO campus			
Commencement date of course	/ /	Completion date	/ /
Course fees (include amenities fees if applicable)	\$		
Study load	<input type="checkbox"/> Part time studies <input type="checkbox"/> Full time studies		
Course location	<input type="checkbox"/> On Campus <input type="checkbox"/> Online		
Costs	\$		
<ul style="list-style-type: none"> - Equipment - Textbooks and other study materials - Travel expenses - Other (please list) 			
Total (\$5,000 or \$10,000)			
Capped Funding (\$2,500 per scholarship)	\$		

<ul style="list-style-type: none"> - Salary maintenance - Rostering - Other 	
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Applicant 6			
Name of applicant			
Name of course			
Name of TAFE/ RTO campus			
Commencement date of course	/ /	Completion date	/ /
Course fees (include amenities fees if applicable)	\$		
Study load	<input type="checkbox"/> Part time studies <input type="checkbox"/> Full time studies		
Course location	<input type="checkbox"/> On Campus <input type="checkbox"/> Online		
Costs <ul style="list-style-type: none"> - Equipment - Textbooks and other study materials - Travel expenses - Other (please list) Total (\$5,000 or \$10,000)	\$		
Capped Funding (\$2,500 per scholarship) <ul style="list-style-type: none"> - Salary maintenance - Rostering - Other 	\$		

Executive endorsement of application

Chief Executive Officer or delegate Name:	
Position:	
Signature:	
Date:	