



## Members Professional Development Guidelines for Application

### About the Support

Indigenous Allied Health Australia aims to support the continuing professional development of the Aboriginal and Torres Strait Islander allied health workforce. The IAHA Professional Development Support and/or Scholarship is for IAHA Members who wish to undertake a professional development opportunity. This is inclusive of but not limited to: Short Courses, Non-Award Post Graduate Courses, Clinical Placements and Conferences. Other opportunities may be considered.

Please note this support and/or scholarship cannot be used to attend the 2017 IAHA National Conference.

The value of the Professional Support and/or Scholarships will be assessed on a case-by-case basis, dependant on what value and items the applicant has asked for as support.

### Eligibility

- a) Support and/or Scholarships will be available to IAHA Members endorsed by the Board of Directors.
- b) Professional Development Opportunities in scope include: Short Course, Non-Award Post Graduate Courses, Clinical Placements and Conferences. Other professional development opportunities may be considered upon application.
- c) Recipients of previous IAHA Professional Development Support and/or Scholarships who have failed to submit their report to IAHA are ineligible to apply.
- d) No late applications will be accepted. IAHA requires a minimum of 7 business days prior to the activity, for the approval process.
- e) Scholars will be required to spend monies within 12 months of receipt of the scholarship.

### Selection

Applications will be assessed and ranked using the following criteria:

- Eligibility of the applicant as stated above;
- Rationale outlining how the scholarship will benefit you professionally and personally

- Applicants must address all criteria in the application form;
- Agreement to provide the report and acquittal post the event/activity;
- If the scholarship is sponsored by an external source, agreement to comply with additional reporting and/or criteria (such as remote/rural locations) if required; and
- Agree to the terms and conditions.

## Application Process

- Members must apply in writing to IAHA completing the application form supplied.
- Applicants will be required to provide a written statement addressing:
  - How the scholarship will benefit the applicant in their professional and personal development;
  - Clearly identifying your location of residence and region you work/study within;
  - How the applicant will share their learning and experiences gained from this opportunity with others working in allied health and/or Aboriginal and Torres Strait Islander communities.
- Applications can be submitted either online at:
 

<http://iaha.com.au/membersarea/member-professional-development/iaha-scholarship-application/>

or via email to:

[admin@iaha.com.au](mailto:admin@iaha.com.au)

## Schedule

- Scholarship recipients will be selected by the IAHA Board of Directors and Chief Executive Officer. In accordance with the IAHA Conflict of Interest policy any member applying for a scholarship must declare any conflict of interest.
- IAHA will notify successful applicants in writing. Recipients must advise their acceptance of the scholarship and agree to all the terms and conditions in writing within the timeframe provided.
- IAHA will notify unsuccessful applicants in writing.
- If an applicant forfeits or declines a scholarship offer, that place will be offered to another applicant.
- Applications received after the closing date (where applicable) will not be eligible or considered.

## Use and Payment of Scholarship Monies

The scholarship is a contribution towards the cost of undertaking professional development. The use of scholarship funds is at the discretion of the scholar.

Scholars do not need to provide expenditure receipts to IAHA to receive payments. The scholarship funds can be used towards covering the costs to undertake a national or international opportunity.

- a) Expenditure of scholarship monies shall be in accordance with the application and guidelines of the scholarship.
- b) Monies must be spent within 12 months of receipt of scholarship.
- c) No payment is made until the scholarship holder provides IAHA with documentary evidence of the details and focus of the professional development.
- d) The scholarship money is only paid into a bank account in the scholarship holder's personal name. No payments are made to a third party. The exception is if the account is held jointly with a spouse.
- e) Scholarship payment will be made in full once the Acceptance of Offer and all required documentation has been returned and accepted.

### **Terms and Conditions**

The Scholarship recipient agrees:

- a. To read and abide by the IAHA Code of Conduct at all times and relevant policies and procedures in relation to travel and finance;
- b. To refund the scholarship funding to IAHA if the recipient has not undertaken the continuing professional development as approved by IAHA within 12 months of receipt of scholarship. Exceptional circumstances with prior notice can be considered at the discretion of the CEO;
- c. To submit to IAHA, a written reflection report on their attendance and learnings no later than 4 weeks following completion of professional development opportunity;
- d. To submit to IAHA an acquittal of funds related to the professional development opportunity, no later than 4 weeks following completion of the placement;
- e. To attend and actively engage in the professional development opportunity. Failure to attend will result in ineligibility for future scholarships and/or full recovery of funds.

Scholarship applicants are encouraged to seek advice from the Australian Taxation Office, Accountant and /or Centrelink about any impact the granting of a scholarship may have on their financial situation.

### **Contact Details**

IAHA Secretariat on (02) 6285 1010 or Email: [judy@iaha.com.au](mailto:judy@iaha.com.au)

