

Clinical Assistants Advancement Scheme

Human Resources Policy G23 (QH-POL-456)

Purpose

To outline the entitlement and process for the CA3 advancement scheme as outlined in Clause 5.2 of the *Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No.4) 2022*.

Application

This policy applies to all Queensland Health and hospital and health service (HHS) permanent, temporary and casual CA3 clinical assistants.

Delegation

The 'delegate' is as listed in the relevant Department of Health Human Resource (HR) Delegations Manual, or Hospital and Health Services Human Resource (HR) Delegations Manual, as amended from time to time.

Legislative or other authority

- *Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No. 4) 2022*
- *Health Practitioners and Dental Officers (Queensland Health) Award – State 2015*

Related policy or documents

- Clinical assistants endorsed qualifications list for vocational education and training incentive
- *Clinical Assistants Vocational Education and Training Incentive HR Policy G22 (QH-POL-449)*
- *Clinical Assistants Training Fund HR Policy G24 (QH-POL-455)*

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Attachment 1 – [Consideration of qualification for CA3 Advancement form](#)

Policy

1 Principle

Queensland Health recognises the value of clinical assistants who obtain Australian Qualification Framework (AQF) vocational education and training (VET) qualification(s) in providing a highly skilled workforce and improved service delivery. This policy enables Queensland Health to acknowledge and recognise clinical assistants with relevant and eligible qualifications through the CA3 advancement scheme.

2 CA3 advancement scheme

From 17 October 2020 CA3 employees are able to be progressed to the CA3 advancement scheme, an advancement band of two pay points, CA3-A1 and CA3-A2.

From 17 October 2022 clinical assistants with 24 months service at CA3.4 will progress to the CA3.4E increment ('E' for experience).

Clinical assistants will be progressed to CA3-A1, the first pay point of the advanced band provided they meet the following criteria:

- The employee has been employed at pay point CA3.4E for a minimum of two years;
- The employee has obtained an eligible AQF Certificate IV qualification in accordance with the clinical assistant endorsed qualifications list (the list) or higher qualification deemed relevant to their role; and
- The employee's line manager has been provided with a completed application.

Eligible employees are to be progressed to CA3-A1 from the date the employee provided a completed application to their line manager or the day after the employee has been employed at pay point CA3.4E for a period of two years, whichever occurs later.

The introduction of the CA3.4E increment shall not cause a disadvantage to an employee. If an employee would be entitled to a higher wage if they remained as a CA3.4E in receipt of

the level 2 VET incentive allowance rather than progressing to or being employed at a CA3A1, then they will continue to be paid at CA3.4E and continue to receive the allowance. Following 12 months, clinical assistants will automatically progress to pay point CA3-A2.

CA3-A1 and CA3-A2 pay points do not attract payment of the vocational education and training incentive allowance as per Clinical Assistants vocational education and training incentive HR Policy G22.

3 Eligible qualifications

A complete list of eligible AQF Certificate IV qualifications for each role type can be found in the clinical assistant endorsed qualifications list (the list). An employee with a qualification relevant to their role type, and above any mandatory requirement, in accordance with the list, will automatically meet the eligibility requirements for the CA3 advancement scheme.

Qualifications may be added to the list of eligible qualifications following approval by the Health Practitioners and Dental Officers Consultative Group (HPDOCG). Generally, this request will be submitted by a line manager, in consultation with their local HR, following a request from an employee.

An AQF qualification higher than a Certificate IV is not automatically deemed to meet the eligibility and relevance requirements. Where an application is received for a qualification higher than a Certificate IV, the delegate will forward the application to the HPDO Secretariat for review of eligibility and if required will be assessed by HPDOCG. To note, where deemed eligible, an AQF qualification higher than a Certificate IV will not be added to the list.

If the qualification is referred to HPDOCG and the qualification is endorsed, payment of the allowance is from the date the employee provided a completed application to their line manager or the day after the employee has been employed at pay point CA3.4E for a period of two years, whichever occurs later.

4 Adding to list of eligible qualifications

A qualification may be added to the list of eligible qualifications following approval by the HPDOCG.

An AQF qualification higher than a Certificate IV will not be added to the list.

Proposed additions to the list of eligible qualifications are required to be submitted to the HPDOCG for assessment and determination.

Assessment of an application (Attachment One) will occur during the HPDOCG monthly meeting after the application has been received. The HHS/Division is to contact the employee directly and advise them in writing of the outcome of their application once a determination has been made, with unsuccessful applications to contain the rationale behind the determination. The endorsed qualification list will be updated where the HPDOCG has determined a VET level qualification to meet eligibility and relevance requirements for a specified role type.

5 Qualification not recognised under the AQF framework

An employee who possesses qualifications that are not recognised under the AQF may seek recognition of prior learning (RPL) or recognition of current competencies (RCC) from a Registered Training Organisation (RTO).

Costs associated with recognition and award of qualifications by a training provider are the individual employee's responsibility unless an employee is successful in an application to the Clinical Assistant Training Fund to cover the costs of the RPL/RCC. E.g. An employee with a trade-based qualification may seek to have this qualification AQF assessed and then proceed to apply for the CA3 advancement scheme. An employee may apply to the Clinical Assistant Training Fund to cover the costs of the recognition.

Where the RPL or RCC are given for a qualification listed under their role type in the list, the qualification is automatically deemed to meet the eligibility requirements for that role type and the employee can apply for the CA3 advancement scheme.

Where the RPL or RCC are given for a qualification not listed under their role type in the list the delegate will forward the application to the HPDO Secretariat for review of eligibility, and if required will be assessed by HPDOCG.

6 Overseas qualifications

When an employee possesses an overseas qualification, it is the responsibility of the employee to provide a conversion statement, including a list of all completed subjects in English, with their application to their line manager.

The employee is to contact their local Department of Employment, Small Business and Training (DESBT) office to attain such a statement at their own expense. The employee may also be required to have their qualification assessed by an RTO to determine articulation to the AQF, any associated costs are the individual employee's responsibility unless an employee is successful in an application to the Clinical Assistant Training Fund to cover the costs of the RPL/RCC.

Where the conversion statement outcome is at eligible AQF level, the qualification will need to be reviewed to ensure the completed subjects are applicable to the relevant discipline. If deemed equivalent, the employee can apply for the VET incentive accelerated pay point advancement or allowance.

Where the conversion statement does not match a qualification listed under their role type in the list the delegate will forward the application to the HPDO Secretariat for review of eligibility, and if required will be assessed by HPDOCG.

7 Documentation of qualifications

The HHS/Division must ensure that a certified copy of the eligible qualification is provided as evidence that the employee has been awarded the full qualification before progressing to the CA3 advanced band. Information provided by the employee that demonstrates partial completion or a particular component of a qualification is not acceptable.

HHSs/divisions, specifically the line manager (supervisor), is to ensure that the qualification for which an employee is approved to receive the CA3 advancement scheme is properly recorded in the payroll system.

A certified copy of the qualification must be retained locally.

8 Statements of attainment/achievement and certificate of proficiency

A statement of attainment is not acceptable, as this does not indicate the successful completion of an entire qualification. Any employee who has only provided the employer with a statement of attainment must produce further documentation to support their claim for incentives under this policy.

A statement of attainment or statement of achievement from a training course such as an in-house program or from organisations not registered as an RTO, is not acceptable and is not recognised for this policy's purpose.

9 Roles with mandatory qualification requirements

The clinical assistant stream includes some role types with mandatory qualification requirements at the Certificate III and IV levels. These mandatory requirements are published in the Clinical Assistant Role Manual, which has replaced the Operational Services Manual for clinical assistant roles and is currently under review by the HPDOCG.

10 Process for applying for CA3 advancement

- After being employed at pay point CA3.4E for a minimum of two years and the employee is in receipt of an eligible AQF qualification (i.e. Certificate IV) as listed in the list, they complete the clinical assistant application to recognise the qualification form.
- The application is to be accompanied by a certified copy of the qualification being sought for recognition.
- The employee provides the application and certified copy of the qualification to the line manager.
- The line manager provides the employee with a date stamped written acknowledgement (preferably email) that the application has been received.
- The line manager provides the employee with the outcome of the application in writing.

11 Approval process

The line manager confirms the qualification is eligible as listed for the relevant role type and sign the application after sighting and retaining a copy of the certified qualification. The application is then forwarded to the appropriate delegate for approval under the relevant delegations/sub-delegations manual.

The approved application and supporting documentation is then forwarded to Payroll Services for processing.

The delegate is in accordance with the applicable HR Delegations Manual.

12 Appointment to or higher duties in a CA4 role

An employee who has advanced to CA3-A1 or CA3-A2 and is subsequently appointed through a recruitment process or performs higher duties in a CA4 role will be allocated to the next highest pay point to that which the employee was paid under the CA3 classification level. I.e.

An employee remunerated at the CA3-A1 pay point (or for the purpose of no disadvantage has continued as a CA3.4E in receipt of the level 2 VET incentive allowance) who performs higher duties in a CA4 role will receive higher duties at CA4.2.

13 Grievance procedure

Normal grievance procedures apply to this policy. The dispute process is outlined in the *Health Practitioners and Dental Officers (Queensland Health) Agreement (No. 4) 2022* (refer to clause 1.11, Prevention and Settlement of Disputes Relating to the Interpretation, Application or Operation of this Agreement).

14 Retention of payment on deployment

When an employee is subject to the deployment process, they retain their original increment and allowance subject to the salary maintenance provisions applicable to surplus employees.

Definitions

Term	Definition
Australian Qualifications Framework (AQF)	A unified system of national qualifications in schools, vocational education and training and the higher education sector.
Competency	The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
Recognition of current competencies (RCC)	Recognition of current competency is a specific form of RPL, it applies where an individual is required to maintain current competency in one or more units of competency linked to a license or regulatory requirement.
Recognition of prior learning (RPL)	Recognition of prior learning (RPL) is about recognising the skills and knowledge gained through work and life experiences, and the process of evaluating the level of skill and knowledge against an endorsed industry competency standard or outcomes specified in an AQF accredited qualification or course.
Registered Training Organisation (RTO)	Registered Training Organisations (RTO) are training providers and assessors registered by the Australian Skills Quality Authority (ASQA) or a state regulator to deliver Vocational Education and Training (VET) services.
Skill sets	A skill set is a single unit of competency or combination of units of competency from one or more training packages that link to a licence or regulatory requirement, or defined industry need.

History

Date	Policy change
15 June 2023	<ul style="list-style-type: none"><li data-bbox="507 367 983 398">• Reformatted as part of HR Policy review
September 2021	<ul style="list-style-type: none"><li data-bbox="507 452 1331 510">• Developed as a result of the certification of the Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No.3) 2019.

Attachment 1 – Consideration of qualification for CA3 Advancement form

The following form is to be submitted to [HPDOCG Secretariat](#), to request consideration:

- to add an additional qualification (Certificate III or IV) to the qualification list; or
- of eligibility for a qualification higher than a Certificate IV.

Qualification details

Name:	
Code:	
Core units:	
Institution:	
Qualification major (if applicable):	
Eligible Clinical Assistant position/s:	
Is the qualification currently on the list:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, state the reason the qualification should be added/deemed eligible:	

Request details

Clinical Assistant's name:	
Line manager name:	
Delegate name:	
Local HR contact:	

HPDOCG Outcome

Outcome:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Reasoning for decision:	

HPDOCG Secretariat notification

Date outcome advice sent to Local HR Contact/Delegate:	Date: ___/___/___
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