

# Clinical Assistants training fund

## Human Resources Policy G24 (QH-POL-458)

### Purpose

To outline the entitlement and process for the clinical assistants training fund, as outlined in Clause 74 of the *Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No.4) 2022*.

### Application

The policy applies to permanent Queensland Health and hospital and health service (HHS) clinical assistants at classification levels CA2 to CA5. Temporary clinical assistants at classification levels CA2 to CA5 with greater than 12 months' continuous service may apply to access the training fund, on the proviso it will not displace an eligible permanent employee.

### 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 to apply for training fund

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## Policy

### 1 Principles

Queensland Health is committed to supporting clinical assistants to attain Australian Qualification Framework (AQF) Certificate III or Certificate IV qualifications relevant to their role. For the life of the HPDO4 agreement Queensland Health will continue to provide a training fund to enable 175 clinical assistants per year to be reimbursed, or training organisation paid directly, up to \$2,200 for study expenses related to obtaining an eligible Certificate III or Certificate IV qualification.

The training fund may also be accessed for formal recognition of prior learning, recognition of current competency processes by a Registered Training Organisation and any standalone Units of Competency or Skill Sets from Certificate III or Certificate IV required for their role or required to complete a relevant AQF certificate.

### 2 Eligible qualifications

A complete list of eligible AQF Certificate III and IV qualifications for each role type can be found in Attachment 2 - clinical assistant endorsed training fund qualifications list (the list). A qualification listed under a role type in the list is automatically deemed to meet the eligibility and relevancy requirements for that role type to apply for the training fund.

### 3 Adding to list of eligible qualifications

A complete list of eligible AQF Certificate III and IV qualifications for each role type can be found in the list. An employee wishing to commence study for a qualification relevant to their role type in accordance with the list, will automatically meet the eligibility requirements and can apply for the training fund.

A qualification 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.

Assessment of an application (Attachment 1) 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.

### 4 Clinical assistant training fund

The training fund will be funded for the life of the HPDO4 agreement, for 175 clinical assistants per financial year to be reimbursed up to \$2,200 for expenses related to obtaining

an eligible AQF Certificate III or IV qualification relevant to their role, in accordance with the list.

The training fund may be accessed to undertake formal recognition of prior learning and recognition of current competency processes with a registered training organisation. The training fund may also be accessed to complete standalone units of competency or skill sets from a Certificate III or IV that is required for the employee's role or required to complete a relevant AQF certificate.

Clinical assistants may be approved for funding assistance of up to \$2,200 provided they meet the following criteria:

- The employee is a full time or part-time permanent employee classified at CA2 to CA5 levels or the employee is a full time or part-time temporary employee classified at CA2 to CA5 with greater than 12 months' continuous service, on the proviso it will not displace an eligible permanent employee.
- A documented performance appraisal and development process has identified an endorsed training opportunity to obtain an eligible AQF Certificate III or IV qualification relevant to the employee's role in accordance with the list.
- An application for funding is made to the Program Officer, [Cunningham Centre, Darling Downs Hospital and Health Service](#).

In order for equitable participation, with the view to building a highly capable and responsive clinical assistant workforce, an employee may only access the training fund once over the life of the certified agreement.

For funding to be provided, the employee must consent for the training provider to provide the following information to the Cunningham Centre:

- Employee's enrolment status;
- History of results; and
- Instances of withdrawal or deferment.

For more information, please refer to

<https://www.health.qld.gov.au/cunninghamcentre/html/courses/082>

## 5 Recognition of prior learning (RPL) or Recognition of current competencies (RCC)

Employees may apply to the training fund to access RPL or RCC processes with a Registered Training Organisation (RTO). It should be noted that in accessing the training fund for the purpose of RPL or RCC, this is considered an employee's application to the fund, regardless of the outcome of the RPL/RCC process. The employee cannot further apply for the training fund to undertake a relevant qualification over the life of the certified agreement or whilst occupying the same role, whichever is longer.

## 6 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).

## Definitions

Term	Definition
Australian Qualification 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.
Study Expenses	Study expenses which may be reimbursed can include course fees, mandatory textbooks, and if funding is available, relevant surcharges.

## History

Date	Policy change
15 June 2023	<ul style="list-style-type: none"> <li>Update references and naming conventions</li> <li>Formatted as part of the HR Policy review</li> </ul>
September 2021	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 to apply for Training Fund 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 eligible qualification list.

### 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: Click or tap to enter a date.
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