

# ***Program Specific Guidelines***

## ***Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme***



# Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme



## Introduction

This document outlines the Program Specific Guidelines governing the provision of the Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme. They are to be read in conjunction with the Fifth Community Pharmacy Agreement General Terms and Conditions.

Funding is provided under the Fifth Community Pharmacy Agreement (5CPA) for the Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme.

## Background

The Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme is a continuing measure under the 5CPA, as part of the Aboriginal and Torres Strait Islander Programs which aims to improve access to community pharmacy services by Aboriginal and Torres Strait Islander people by taking account of cultural issues in meeting health needs.

The aim of the Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme is to encourage Aboriginal and Torres Strait Islander students to undertake undergraduate or graduate entry studies in pharmacy at an Australian University.

Scholarships have a value of \$15,000 per year (GST exempt) per student for the duration of undergraduate or graduate study, with a maximum amount of \$60,000 per student over a four year period.

These Guidelines are to assist applicants in completing the Application Form by providing explanatory information on each question. The Guidelines also outline arrangements for ongoing participants in the Scheme. Applicants should take time to read the Guidelines before attempting to complete the form.

Key terms used in the eligibility and ranking criteria are described in the Glossary at Section L of the 'Notes on Completing the Application Form'.

## Participation Requirements

### Student eligibility

In order to receive a scholarship, applicants must meet the following eligibility criteria. The applicant must:

1. Be an Australian citizen or permanent resident.
2. Be of Aboriginal or Torres Strait Islander descent.
3. Be enrolled or about to be enrolled, as a full-time student in a pharmacy undergraduate or graduate degree at an Australian University that leads to a registrable qualification as a pharmacist. Scholarships are available to students in any year of their undergraduate or graduate degree.
4. Be a member of the student Rural Health Club or a member of the University's affiliated Rural Health Club. Applicants who are not a member of a student rural health club must indicate their intention to join a rural health club, and provide proof of membership before receiving any scholarship payments. If the university campus at which the applicant is enrolled does not have a rural health club, the applicant must be a member of or indicated their intention to join their nearest affiliated rural health club.
5. Be preferably from a rural or remote location. Although not a mandatory criterion, scholarships will be offered preferentially to Aboriginal and Torres Strait Islander students who currently live, or have lived, in a rural or remote community.

## Course eligibility

Scholarships are available to full-time students enrolled in or applying for entry to an undergraduate or graduate pharmacy degree at an Australian University. The degree must lead immediately to registration as a pharmacist.

## Application Process

The applicant must submit an official electronic application form in order to be considered for a scholarship. Applications may be made at any time during the year. Incomplete applications will not be assessed.

Application forms can be completed and submitted via [www.ruralpharmacy.com.au](http://www.ruralpharmacy.com.au). Applications will be assessed according to the eligibility criteria and then ranked according to the ranking criteria detailed below.

Any unsuccessful applicant for the scholarship is entitled to reapply for the scholarship the following year and will be assessed against the criteria that are in effect on the date the re-application is received by the Guild.

Scholarship applicants must not currently be in receipt of a Rural Pharmacy Scholarship at the time of application.

## Ranking

In order to select scholarship candidates, all eligible applicants will be ranked according to *rural* experience. *Conditional Scholarships* will be offered to the highest ranked applicants first.

Awardees of *Conditional Scholarships* will be requested to provide certified supporting documentation (e.g. birth certificate, confirmation of enrolment, Statutory Declaration etc.). Documentation will be verified and scholarships will be confirmed by email.

Discrepancies between certified supporting documentation and the information contained in the application form, or the failure to provide supporting documentation by the due date, may result in the offer of a *Conditional Scholarship* being withdrawn.

If an applicant declines a *Conditional Scholarship* the place may be awarded to the next highest ranked applicant.

Where two or more eligible applicants receive an equal ranking interviews may be held to determine the most suitable candidate.

## Rural experience

*Rural* experience will be assessed using the applicant's *principal home address*. The maximum number of years contributing to the rural experience criterion is twelve years. The assessment of *rural* experience for each applicant will commence at 5 years.

Students who attended boarding school will not be disadvantaged. See the definition of *principal home address* in the Glossary at Section L of the 'Notes on Completing the Application Form'.

## Payment

Scholarships have a value of \$15,000 per annum (GST exempt) per student for the duration of undergraduate or graduate study, with a maximum amount of \$60,000 per student over a four year period. Under the Scheme any study at honors level beyond the length of the undergraduate course will not be covered by the scholarship.

Payments will be made by the Guild in monthly instalments of \$1500 for 10 months of the calendar year via direct Electronic Funds Transfer (EFT).

## Tax

Scholarships are exempt from income tax under the Income Tax Assessment Act 1997. Group Certificates/ PAYG Payment Summaries will not be issued.

## Centrelink Benefits

Students applying for, or in receipt of, Australian Government benefits through Centrelink, such as Youth Allowance or AUSTUDY, should seek advice from Centrelink on how the receipt of a scholarship will impact on their Centrelink benefits.

## Repayment of funds

If the scholarship holder ceases to fulfill the terms and guidelines of the scholarship and fails to inform the Guild, they will be required to repay funds received from the time they ceased to be eligible.

It is in the scholarship holder's best interest to notify the Guild if they cease to fulfill the terms and guidelines of the Scholarship. In the event that a scholarship is withdrawn due to an ongoing substantial increase in personal income, the scholar will be required to forgo the remainder of their scholarship without further penalty.



## Appeals Process

Applicants who were not awarded a scholarship, and believe their particular situation has not been addressed adequately, may lodge an appeal. In order to have their appeal considered, applicants should submit an appeal statement to the Guild within 21 days of the date of the email advising them that their application was unsuccessful.

The eligibility criteria for the scholarship relate to rural experience. Therefore, grounds for appeal must be based on this eligibility criterion and the statement should set out clearly the grounds on which the appeal is based. Each appeal will be assessed, any extenuating circumstances and/or specific situations will be considered and the appellants' rankings will be reassessed against other applicants. The results will determine which appellants, if any, are successful in obtaining a scholarship.

## Ongoing Eligibility

Once awarded a Scholarship, participants will maintain their scholarship payment eligibility provided that they continue to meet the eligibility criteria.

## Annual requirements

Scholarship holders will be required to provide documents to demonstrate ongoing eligibility. These documents include:

1. Academic results from the previous year
2. Confirmation of enrolment for the current academic year
3. Confirmation of membership in the relevant Rural Health Club
4. Applicant Term Details form
5. Mentor Details form and Mentor Report on participation in the Rural Pharmacy Scholarship Mentor Program
6. End of Year Report against the Learning Plan and on the rural activities undertaken during the academic year. This report may also seek other reporting information from the scholar.
7. Learning Plan
8. Scholar Agreement.

All forms and documents must be submitted electronically.

Scholarship payments for the year will not commence until all the required documents are received and ongoing eligibility is confirmed.

Scholarship holders and Mentors may be required to participate in annual surveys or longitudinal studies.

## Deferral

Scholarship holders who defer their studies and who are granted a deferral by the University may defer their scholarship for one year only. The Guild must be informed of any deferrals and provided with evidence of approval of deferral from the University.

Scholarships may not be deferred in the year they are offered. The *Conditional Scholarship* will be withdrawn and may be awarded to the next highest ranked applicant.

## Withdrawal

Scholarship holders who withdraw from their course will forfeit their scholarship. There will be no requirement to return any scholarship funds paid prior to the date of withdrawal.

## Failure

Scholarship holders who fail to meet the academic requirements of the course and are permitted by the University to continue their study will have their scholarship suspended until such time that they provide evidence that they have met the academic requirements.

Scholarship holders who fail to meet the academic requirements of the course and are excluded from further study will have their scholarship cancelled.

Scholarships will be paid to full-time students only, and scholarship recipients are required to advise in writing to the Guild of any change in enrolment status.



## Rural Pharmacy Scholarship Mentor Program

Scholarship holders will be required to participate in the Rural Pharmacy Scholarship Mentor Program. Scholarship holders must nominate a pharmacist of their choice to work with as a mentor. Continuing eligibility will be dependent on a report from the mentor indicating satisfactory participation in rural activities. Inadequate participation may lead to suspension or forfeit of a scholarship.

The mentor will be eligible to receive an honorarium of \$375 (GST exclusive) for each year of participation. The amount will be paid directly to the mentor within 30 days of receipt of a completed Mentor Report and Mentor Details form.

Scholarship holders are required to develop a Learning Plan with their mentor, have ongoing contact on at least a quarterly basis, and undertake appropriate activities. Further details on the Rural Pharmacy Scholarship Mentor Program are available at [www.ruralpharmacy.com.au](http://www.ruralpharmacy.com.au).

## Important Information

These Guidelines are intended to provide consistency and certainty in respect of the administration of the Scheme but it should also be noted that they are not legally binding on the Guild or on the Australian Government. The Guild may depart from these Guidelines in individual situations where circumstances warrant.

These Guidelines may be revised from time to time. The Guidelines are administrative and reflect the intention of the Guild and the Australian Government as to how the Scheme is to be administered. The decision to grant a scholarship is entirely discretionary, and these Guidelines do not confer any entitlement to a person to receive a scholarship. Neither the Guild nor the Australian Government will accept liability for any loss or damage incurred by a person in expectation of the grant of a scholarship.

Without limiting its rights at law or otherwise, the Guild reserves the right in its absolute discretion at any time to suspend, amend or vary the Guidelines. Please note that the Program Specific Guidelines that govern all of the Rural Pharmacy Programs undergo a continuous quality improvement process, which may result in revisions to the guidelines from time to time. All revisions will be undertaken in conjunction with the Department of Health and Ageing and may involve a consultation process.

The Guild may provide the Australian Government with information about the assessment and allocation of scholarships and on any legal issues that may arise in relation to a particular scholarship.

## Notes on completing the application form

### Section A

#### Personal and contact details

Make sure the contact details you provide are current. In particular, it is important that the email address is correct. If there is a need to speak to you this will be during standard business hours (9am to 5pm, Monday to Friday Australian Eastern Daylight Saving Time). If it is difficult to contact you during these times, please provide details of how you may be contacted. PLEASE NOTE: It is the responsibility of all applicants and ongoing scholars to ensure that their contact details are correct, and that it is possible for the Guild to contact them as required. In particular, a reliable email address must be maintained at all times to ensure that correspondence is received. If the Guild is continually unable to contact individuals through the contact details supplied, it is possible that such individuals may be required to forgo their scholarship.

### Section B

#### Eligibility criteria

This section requires you to provide information with regard to your eligibility for the scholarship.

#### Question 1

If you are awarded a *Conditional Scholarship* you will be required to supply certified copies of documents to prove that you are an Australian citizen or have official Australian Government approval to live in Australia permanently. Applicants who do not meet this criterion are not eligible to apply for a scholarship.

#### Question 2

Scholarships are only available to applicants of Aboriginal or Torres Strait Islander descent. You are required to supply certified copies of evidence of Aboriginal or Torres Strait Islander descent.

Evidence can be obtained from either a local Aboriginal Community Organisation or a local Aboriginal and Torres Strait Islander Commission Office.



### Question 3

Although not a mandatory criterion, scholarships will be offered preferentially to Aboriginal and Torres Strait Islander students who currently live, or have lived, in a rural or remote community. The ranking criteria for *rural* experience will be assessed using the applicants principal home address data (as per the definition set out in these Guidelines). The maximum number of years contributing to the rural experience criterion will be set at 12 years.

The assessment of rural experience for each applicant will commence at 5 years. Students who attended boarding school will not be disadvantaged.

Refer to the Glossary, at Section H, for an explanation of a defined Australian rural area.

### Question 4

The scholarships are available to full-time students enrolled in or applying for entry to an undergraduate or graduate pharmacy degree at an Australian University that leads to a registrable qualification in pharmacy. Applications will be assessed pending confirmation of enrolment.

### Question 5

The scholarships are available to students who are members of the student Rural Health Club at the University where they are undertaking pharmacy. Applicants who are not intending to become a member of a student Rural Health Club are not eligible for the scholarship. Applicants who are not currently a member may apply for a scholarship but must become a member of the relevant Rural Health Club by 31 March each year and continue their membership for the duration of the scholarship.

## Section C

### Course Details

This section requires applicants to provide details of their enrolment.

### Question 7 - 10

If you are awarded a *Conditional Scholarship* you are required to supply a certified copy of documentary evidence that you are enrolled in a full time undergraduate or graduate pharmacy course at an Australian University that leads to a registrable qualification in pharmacy.

## Section D

### Address Details

This section requires information on where you have lived and where you attended primary school. The information is part of the selection process and will be used to determine *rural* longevity and experience.

### Question 11

The *principal home address* is the address where you usually live. See the Glossary in Section H for more details.

Your complete *principal home address* history since the age of five is required. Please provide the address details and approximate dates.

### Question 12

If you attended primary school in a rural location please provide certified documentary evidence such as copies of school reports for one academic year or a certified official letter from the primary school confirming attendance.

## Section E

### Privacy Note

This section certifies that personal information provided on the Application Form will be dealt with in accordance with the provisions of the Privacy Act 1988.

## Section F

### Declaration

All applicants must sign the declaration. Applicants under 18 years of age should ask a parent or guardian to sign. In doing so, you agree to sign a Statutory Declaration if awarded a *Conditional Scholarship*, supply certified copies of a range of official documents, participate in the Rural Pharmacy Scholarship Mentor Scheme and become a member of a student Rural Health Club.

Applicants must type their name in the form in the space provided. This will be accepted as an electronic signature.

All applicants who are awarded a *Conditional Scholarship* will be required to complete a Statutory Declaration attesting that the information on their Application Form is accurate and complete.



## Section G

### Document Checklist

This section of the application form provides a checklist to ensure you are aware of all the documents you will need to provide if you are awarded a *Conditional Scholarship*.

## Section H

### Glossary

**Australian Government:** Australian Government as represented by the Australian Government Department of Health and Ageing.

**Budget:** Distribution of funds available for the purposes of this initiative over the term of the Agreement .

**Certified copy:** A copy of an original document that has been signed as a certified true copy by a person authorised to do so.

**Conditional Scholarship:** A *Conditional Scholarship* is a scholarship that is provisionally awarded to a person based on the information in that person's Application Form. If awarded a *Conditional Scholarship*, an applicant will be required to provide a range of certified copies of official documents. These documents will be checked against the Application Form.

Discrepancies between the Application Form and the information provided may result in the withdrawal of a *Conditional Scholarship* offer.

**DoHA :** Australian Department of Health and Ageing

**Guild:** The Pharmacy Guild of Australia

**PhARIA:** Pharmacy ARIA, which is an index which measures the degree of accessibility and remoteness of a community pharmacy location, used for the purposes of administering the Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme. PhARIA combines a geographical remoteness component as represented by the ARIA Index, with a professional isolation component represented by the road distance to the five nearest pharmacies. The index ranges from 1 to 6, with 1

denoting a metropolitan area and 6 denoting a very remote area. PhARIA's for a particular location can be found by visiting the following web-site:

<http://gisca.adelaide.edu.au/projects/pharia.html>

**Parent(s):** Unless otherwise noted references to parent(s) also apply to guardian(s) .

**Principal home address:** Is the address where an applicant usually lives, or has lived in previous years. The *principal home address* must be in Australia or an external Australian territory (e.g. Norfolk Island, Cocos Islands etc.).

For **boarding school and university students** the principal home address is the place where the applicant would have usually lived but for living away from home to attend school or university.

If your **parents are separated or divorced**, the address of the parent with whom you would have normally lived for the most time in months in each calendar year.

Where applicants have more than one principal home address during a year, the location where the applicant resides for most of the time will be taken as the principal home address.

**Rural:** For the purpose of the Aboriginal and Torres Strait Islander Pharmacy Scholarship, "Rural" will be determined by the Pharmacy Accessibility Remoteness Index of Australia (PhARIA).

Applicants residing in the following PhARIAs will be deemed eligible:

PhARIA 2 – 6

PhARIAs for a particular location can be found by visiting the following web-site:

<http://gisca.adelaide.edu.au/projects/pharia.html>

**Rural Origin:** An applicant is considered to be of rural origin if their principle home address has been in a defined Australian rural area for a minimum of five consecutive years, or eight cumulative years since five years of age.

**Rural Health Club:** A club which encourages and supports students with a background and/or interest in rural health.



**Statutory Declaration:** A statement made in a prescribed format attesting that the information contained within that statement is true.

The Statutory Declaration must be duly declared and witnessed by a person authorised to do so.

**Year:** Calendar year, unless otherwise stated.

## Section I

### Persons before whom a Statutory Declaration may be made

#### Part 1 – Members of certain professions

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary surgeon

#### Part 2 – Other persons

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer, or Australian Diplomatic Officer, (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with five or more continuous years of service
- Building society officer with five or more years of continuous service
- Chief executive officer of a Commonwealth court
- Civil marriage celebrant
- Clerk of a court

- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with five or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
  - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
  - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants Association
- Finance company officer with five or more years of continuous service
- Holder of a statutory office not specified in another item in this Part
- Judge of a court
- Justice of the Peace
- Magistrate
- Master of a court
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is:
  - (a) an officer; or
  - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with five or more years of continuous service; or
  - (c) warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of the Institute of Corporate Managers, Secretaries and Administrators
- Member of the Institution of Engineers, Australia, other than at the grade of student



- Member of:
  - (a) the Parliament of the Commonwealth; or
  - (b) the Parliament of a State; or
  - (c) a Territory legislature; or
  - (d) a local government authority of a State or Territory
- Minister of religion registered under Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of:
  - (a) the Commonwealth or of a Commonwealth authority; or
  - (b) a State or Territory or of a State or Territory authority; or
  - (c) a local government authority; with five or more years of continuous service who is not specified in another item in this Part
- Permanent employee of the Australian Postal Corporation with five or more years of continuous service who is employed in an office supplying postal services to the public
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service officer of the Commonwealth, or of a State or Territory, or of a Commonwealth, State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution.

Please note: It is not recommended that members of an applicant's family witness the Statutory Declaration, even if that family member meets the criteria above. This recommendation is made to avoid any potential conflict of interest.

## Resources and Information

This Program is funded by the Australian Government Department of Health and Ageing under the Fifth Community Pharmacy Agreement.

## Contact

For general Aboriginal and Torres Strait Islander Pharmacy Scholarship information please access:

- [www.ruralpharmacy.com.au](http://www.ruralpharmacy.com.au)
- Or contact the Rural and Indigenous Pharmacy Workforce team on
  - **02 6270 1888**
  - [ruralpharmacy@guild.org.au](mailto:ruralpharmacy@guild.org.au)

