



SA HEALTH NURSES AND MIDWIVES STUDY ASSISTANCE PROGRAM 2024

Prospectus and FAQs



**Government
of South Australia**

SA Health

SA Health Nurses and Midwives Study Assistance Program - 2024

The SA Health Nurses and Midwives Study Assistance Program (*Study Assistance Program*) provides eligible SA Health nurses and midwives with support to expand their knowledge, skills and capabilities by subsidising nursing and midwifery programs of study, enabling them to provide safe, contemporary, person-centred care to the South Australian community. The *Study Assistance Program* provides financial subsidy to support South Australian public sector nurses and midwives undertaking nursing and midwifery programs of study to enhance their professional and clinical skills and knowledge. It is aligned with SA Health nursing and midwifery workforce priorities to build the capability and capacity across the nursing and midwifery professions targeting clinical specialties and areas of workforce demand.

Key Dates

Applications Open	Friday 01 December 2023
Applications Close	Monday 04 March 2024
Applicants Notified	April 2024
Note: <i>For study undertaken in 2024</i> Transcript submissions due date: November 2024 – January 2025 Payment: April 2025	

Important Information – Terms and Conditions

This document outlines the Terms and Conditions of the *Study Assistance Program*. Applications will be deemed ineligible where they do not comply with all terms and conditions of the *Study Assistance Program*, which includes failure to submit all the required and completed documentation within the designated timelines.

Who is eligible to apply

SA Health nurses and midwives (Enrolled and Registered Nurses and Midwives) who:

- > hold current Australian citizenship or permanent residency
- > hold current registration with the Nursing and Midwifery Board of Australia
- > hold a full or part time position and are employed for greater than 16 hours per fortnight within SA Health
- > are enrolled in an eligible course in 2024 through an Australian accredited education provider.

Nurse and Midwives who identify as being of Aboriginal and / or Torres Strait Islander origin are encouraged to apply.

Who is ineligible to apply

Nurses and midwives who:

- > are not SA Health employees
- > are temporary residents / visa holders
- > have conditions / undertakings or limitations on their registration
- > are employed on a casual basis
- > are receiving funding support through any other state or federal department or other scholarship program.

What academic study and qualifications can I apply for under the *Study Assistance Program* ?

The academic study / qualification must lead to one of the following:

- > Advanced Diploma – Enrolled Nurse
- > Bachelor of Nursing or Bachelor of Midwifery (Pre-Registration) – Enrolled Nurse pathway
- > Bachelor of Midwifery / Master of Midwifery – Registered Nurse pathway
- > Graduate Certificate*, Graduate Diploma or Master’s Degree – Registered Nurse or Midwife.

The following are not in scope for the *Study Assistance Program*:

- > Conferences, informal courses, and research proposals
- > Student union (student service) fees and or administration fees
- > Master of Clinical Nursing / Master of Nursing (Graduate Entry) / Bachelor of Nursing (Graduate Entry)
- > * Graduate Certificate in Nursing, Midwifery or Nursing (undertaken at Uni SA as part of the funded *SA Health Skills and Training Package 2022-2025 - Clinical Specialisation Program*).

On what basis will the *Study Assistance Program* be awarded?

The *Study Assistance Program* will be awarded under the following categories:

Category 1	Advanced Diploma - Enrolled Nurse
Category 2a	Bachelor of Nursing and Bachelor of Midwifery (pre-registration) – Enrolled Nurse pathway
Category 2b	Bachelor of Midwifery / Master of Midwifery – Registered Nurse pathway
Category 3a	Graduate Certificate*, Graduate Diploma or Master’s Degree – Registered Nurse or Midwife 2023 key clinical specialty post graduate program Key priority areas in 2024 are: <ul style="list-style-type: none"> > Chronic Disease Management > Palliative Care > Critical Care and Emergency > Mental Health
Category 3b	Graduate Certificate*, Graduate Diploma or Master’s Degree – Registered Nurse or Midwife 2023 non-clinical specialty post graduate program Key priority areas in 2024 are: <ul style="list-style-type: none"> > Health Services Management and Leadership > Education > Digital Health

Note: Priority areas are subject to change and may differ from year to year.

Applications for studies in other health related contexts, clinical, and / or research areas **may** be considered if applications in the key priority areas in 2024 are under subscribed.

The Master of Business Administration does not fall into a health or clinical context, therefore, is ineligible for study assistance.

Honours Degrees are classified as an undergraduate award by Tertiary Education Quality and Standards Agency (TEQSA), therefore, they are not eligible for the Study Assistance Program.

The number of study assistance packages to be awarded and the funding allocated to successful recipients of the *Study Assistance Program* is subject to the total funds available within the 2024 *Study Assistance Program* budget.

Who will assess my application?

Applications will be assessed by representatives from the Nursing and Midwifery Office. Applications requiring a determination will be referred to the *Study Assistance Program* Panel. Once applications are assessed, determined, and finalised, no further correspondence will be entered into.

When will I know the outcome of my application?

All applicants will be notified by email by end of April 2024 of the outcome of their application.

What can I use *Study Assistance Program* payments for?

Study Assistance Program payments are awarded as a contribution towards the cost of undertaking a program of nursing and midwifery study. The payment cannot be used for student union (student service) fees and / or administration fees.

If successful, how much money will I receive?

The 2024 *Study Assistance Program* payment is:

- > Payable following the successful completion of the study programs/courses enrolled in for the Study Assistance Program (2024) and
- > Submission of your official academic transcript by 31 January 2025.

Note:

- > You will receive a once off payment up to a nominated capped amount as outlined in the table below.
 - > You will not be paid in advance for study
- You will be required to apply for *Study Assistance Program* support for each year of study.

Category	Qualification	Proposed Amount
1	Advanced Diploma – Enrolled Nurse	Up to \$1,000 before tax
2a	Bachelor of Nursing or Bachelor of Midwifery (pre-registration) – Enrolled Nurse pathway <i>(to assist with course fees and clinical placement support)</i>	Up to \$1,500 before tax
2b	Bachelor of Midwifery / Master of Midwifery – Registered Nurse pathway <i>(to assist with course fees and clinical placement support)</i>	Up to \$1,500 before tax
3a & 3b	Graduate Certificate – Registered Nurse or Midwife	Up to \$1,000 before tax
3a & 3b	Graduate Diploma – Registered Nurse or Midwife	Up to \$1,000 before tax
3a & 3b	Master’s Degree – Registered Nurse or Midwife	Up to \$1,000 before tax

How often can I apply?

Applicants are required to apply annually for each year of their program of study. Each application will be assessed and reviewed independently on its merits. It should not be assumed that a successful application in one year will be successful in subsequent years.

Before submitting your application

1. Gather Supporting Documentation

What documentations are required for the *Study Assistance Program* application?

You must submit the following **FOUR** completed documents together with your application. The original documents must be scanned and uploaded individually in **PDF format** via the online application portal.

Photographs of documents will not be accepted and may result in the application being deemed ineligible.

1. **SA Health Study Assistance Program – Acknowledgement of Terms and Conditions** (see Appendix 1)

This form acknowledges that you have read, understood, and accepted the terms and conditions outlined in this SA Health Nurses and Midwives Study Assistance Program Prospectus and Frequently Asked Questions document; and that you agree to comply and uphold the *Study Assistance Program* terms and conditions.

2. **Health Unit Supporting Statement** (see Appendix 2)

This form is to be completed by your Nursing / Midwifery Director (or equivalent - Registered Nurse / Midwife Level 5 / 6) and must confirm that the applicant meets the eligibility requirements outlined in the 'Eligibility Criteria' section.

3. **Confirmation of Enrolment** (Refer to Appendix 4 a & b for examples).

A confirmation of academic enrolment documentation, provided by the accredited education provider, must be submitted with your application for the *Study Assistance Program*. This confirmation of enrolment will display the accredited education provider's logo and relevant details: your name and student identification number, the course(s) / subject(s) and the subject unit values that you are enrolled in during the calendar year.

This information will be used to reconcile and match against the academic transcript which must be submitted at the end of the calendar year, prior to payment being released to applicants.

4. **Tax Invoice Statement** (Refer to Appendix 5 a & b for examples).

Once enrolment has been confirmed by the accredited education provider, you will be provided with an invoice statement(s) detailing course fees which are to be paid. The tax invoice statement(s), provided by the accredited education provider, **must** be submitted with your application for course(s) / subject(s) enrolled in during the calendar year (*Note: a receipt of fees / payment is not required*).

Important information about documentation and evidence

If applying for *Study Assistance Program* subsidy for courses undertaken during the full 2024 calendar year, all relevant tax invoice statements for the full 2024 calendar year must be submitted within the same application, and before the *Study Assistance Program* application period closes. Course(s) or subject(s) enrolled in outside of the 2024 calendar year cannot be applied for and will not be considered.

It is **your** responsibility to negotiate with the accredited education provider to provide you with an invoice or evidence of the cost of the subject(s) / unit(s) / course(s) you are studying. You can do this by:

- Accessing the Student System Portal or My Student Portal (for your education provider), if you have enrolled in your subjects, it should display the units, their cost, and the total amount of study, or
- Going to the education provider's Student Services Office or Discipline/Faculty Office on the campus and ask for assistance.

The above-mentioned evidence must be submitted **prior** to the application and *Study Assistance Program* portal closing (see page 1 for important dates). Incomplete applications and / or inadequate or missing documentations will not be processed and will not be considered for the *Study Assistance Program*.

If you have submitted evidence of costs at the time of application, you must provide a copy of the invoices when they become available to the *Study Assistance Program* coordinator.

Please note: The following documents **will not be accepted** and may result in your application being ineligible:

- > a SATAC letter that you have been successful
- > University letter stating you have been accepted into your course / program
- > photographs of documents.

2. Additional Requirements

What other information do I need when I submit my *Study Assistance Program* application?

> SA Health HAD login details

You will need to have a SA Health HAD login to register and access the portal; and if successful, payments can be made to you. You are encouraged to arrange a HAD login for yourself as soon as you decide to apply for the Study Assistance Program. Please speak to your direct line Manager to obtain a HAD login which may take several weeks to process.

Generic workplace HAD logins will not be accepted.

> SA Health Employee Number

Your CHRIS21 employee number contains 7 digits and is available on your payslip.

Submitting your application

How do I apply for the Study Assistance Program?

Once you have obtained all documentations required (see Appendix 3 for a check list of requirements), you must submit your application electronically via the online application portal, using a SA Health computer in the workplace: <https://pdrp.had.sa.gov.au/Nursing>

Can I access the application portal through my private computer at home?

No. The portal can only be accessed via the *SA Health intranet at work on a work computer*. You are not able to use remote access or a home computer to access the portal.

Important information to applicants during the academic year

What if I have had a change of name?

Your name forms part of your SA Health HAD login. If this name is different to that shown on your accredited education provider statements / transcripts, you must show evidence of your name change by having your Divisional Nursing / Midwifery Director (or equivalent RN/M Level 5 / 6) certify the change of name on the Health Unit Supporting Statement Declaration Form (see Appendix 2).

What if I have extended leave from work but am still studying, after I have been awarded *Study Assistance Program* support?

If you are on extended leave during the academic year, it is your responsibility to monitor and access your emails as a recipient of the *Study Assistance Program*. You must continue to provide the relevant completed information within the timeframes required by the program. Failure to do so may exclude you from the *Study Assistance Program* and result in you not receiving study assistance support / payment.

What if I move workplaces during my study period?

If you move from one Local Health Network to another during your study period, you will need to notify the *Study Assistance Program* Coordinator by email:

Health.NursingandMidwiferyOfficeScholarships@sa.gov.au

Failure to do so may result in delayed or missed payments.

If you resign from SA Health during your study period, you will no longer be eligible to receive study assistance support / payment.

What is the process after I have completed my study for the year?

You will need to upload an **Official Academic Transcript by the due date (31 January 2025)** through the portal, that demonstrates successful completion of study. No payment will be made to you until the Official Academic Transcript is submitted, which displays successful academic results and completion of course / subject.

The Transcript / Statement of Results must correspond with your confirmation of enrolment and approved program of study.

When do I need to submit my Academic Transcript?

Academic Transcript / Statement of Results can be submitted via the portal at any time, expecting most academic transcripts will be available between **November 2024 and January 2025**. The **final date to submit Academic Transcripts is 31 January 2025**. Failure to send in the Academic Transcript results by the due date will void your application.

What if an Official Transcript is not available?

If an official version is not available a Statement of Results or Unofficial Transcript can be submitted but **must be certified** (signed) by your Divisional Nursing / Midwifery Director (or equivalent RN / M Level 5 / 6).

Ensure that the Nursing / Midwifery Director Name, Position title, Date and Signature have been added to the Unofficial Transcript before you upload / submit it through the portal.

What if I do not provide my Official or Certified Unofficial Transcript by the due date?

Failure to provide your Official Academic Transcript or Certified Unofficial Transcript by the due date (31 January 2025) will result in your application being declared ineligible and you will not receive your nominated Study Assistance Program payment. If there are extenuating circumstances, contact the *Study Assistance Program* Coordinator by email:

Health.NursingandMidwiferyOfficeScholarships@sa.gov.au

Important note regarding Official / Unofficial Transcripts

- > eEquals – the transcript must be downloaded from the site by the student and uploaded into the Study Assistance portal. It is your responsibility to provide and submit your transcripts. A link for Study Assistance Program coordinator to access your transcript will not be accepted.
- > If your university does not provide Official / Unofficial Transcripts prior to the closing date, it is your responsibility to negotiate with the accredited education provider to provide you with this. If this is not possible you **must** contact the *Study Assistance Program* Coordinator and provide email evidence from the accredited education provider to state the case, otherwise you will be ineligible to receive Study Assistance payments.

What happens if I don't pass a course/subject?

In the event that a pass is not achieved in a course/subject, the course/subject will be deemed to be ineligible for Study Assistance payment and you will receive a pro rata contribution based on course(s)/subject(s) passed.

If the course/subject is to be repeated in the following academic year you will need to reapply for the Study Assistance Program for that course/subject.

What happens if I decide to defer my studies after I have been successful in the Study Assistance Program application?

The *Study Assistant Program* payments are not transferrable to the following year. If you decide to defer your studies, you will need to withdraw from the *Study Assistance Program*, by notifying the *Study Assistance Program* Coordinator via email on:

Health.NursingandMidwiferyOfficeScholarships@sa.gov.au and your application will be made void. You will need to re-apply the following year.

What if I want to change my course(s)/subject(s) for the year?

Changes to your study can be made but all changes must occur before the closing date for applications on 04 March 2024, and notification provided to the *Study Assistance Program* Coordinator.

What if I am commencing my study midyear in 2024?

You must still submit your application before the *Study Assistance Program*'s scheduled closing date, 04 March 2024. If your confirmation of enrolment is unavailable at this time please notify the *Study Assistance Program* coordinator via email:

Health.NursingandMidwiferyOfficeScholarships@sa.gov.au

How will I receive my *Study Assistant Program* payment?

Study Assistance Program payment will be made via payroll. It is conditional on you submitting your Official Academic Transcript or Unofficial Statement / Transcript of Results showing successful completion of subjects before the Official Academic Transcript due date.

When are Study Assistance payments made?

Study Assistance Program payments will occur in April 2025.

Are there any Tax or Salary Sacrifice implications?

The allowance will be treated as income and subject to 'pay as you go' tax at your marginal tax rate. As the tax paid will be borne by you, the allowance is not subject to FBT. It will not limit your ability to salary package.

Applicants are strongly encouraged to seek independent financial advice about how receipt of payment can impact on their personal circumstances and how they can ensure compliance with all relevant taxation requirements.

For further details on the *Study Assistance Program*, your eligibility and the application process please visit:

- > the Nursing and Midwifery Office website:
www.sahealth.sa.gov.au/nursingandmidwifery
- > or
- > Email the Nursing and Midwifery Office – *Study Assistance Program* Coordinator
Health.NursingandMidwiferyOfficeScholarships@sa.gov.au

APPENDIX 1

SA HEALTH NURSES AND MIDWIVES STUDY ASSISTANCE PROGRAM

Acknowledgment of Terms and Conditions

If I am successful in my application for study assistance,

I (print name) _____

of (address) _____

Acknowledge that I have read, understood and agree to be bound by the associated terms and conditions outlined in the **SA Health Nurses and Midwives Study Assistance Program Prospectus and Frequently Asked Questions**. Failure to abide by these conditions may result in my application being deemed invalid.

Applicant Signature: _____

Position Title: _____

Date: _____

APPENDIX 2

SA HEALTH NURSES AND MIDWIVES STUDY ASSISTANCE PROGRAM

Health Unit Supporting Statement

To be completed by the **Divisional Nursing / Midwifery Director**

I, (print name) _____

in my role as (position title) _____

have sighted and certified (insert applicant name) _____

previously known as (if applicable) _____

application and confirm that the above-named applicant meets all the terms and conditions and eligibility criteria as outlined in the SA Health Nurses and Midwives *Study Assistance Program* Prospectus and Frequently Asked Questions.

I also:

- > confirm that I have sighted the applicant's confirmation of enrolment and verify that it is an official document
- > agree when required to sign the applicant's 'Statement of Results' if they are unable to provide an Official Academic Transcript.

In submitting the Health Unit Supporting Statement, I confirm I have read the SA Health Nurses and Midwives Study Assistance Program Prospectus and Frequently Asked Questions and declare that the information above is to the best of my knowledge true, accurate and complete.

Signature: _____

Print Name: _____

Date: _____ Phone: _____

Email: _____

APPENDIX 3

SA HEALTH NURSES AND MIDWIVES STUDY ASSISTANCE PROGRAM

Application Checklist

Do you have the following?

- SA Health HAD Log-in

Do you have the following forms / documents ready to submit with your application?

- Signed Acknowledgement of Study Assistance Program Terms & Conditions (Appendix 1)
- Signed Health Unit Supporting Statement (Appendix 2)
- Confirmation of Enrolment
- Tax Invoice / Statement from your Accredited education provider (e.g., University)

Note: you do not need to upload your checklist with your application

APPENDIX 4

SA HEALTH NURSES AND MIDWIVES STUDY ASSISTANCE PROGRAM

Examples of Confirmation of Enrolment Documents

a) University of Adelaide Confirmation of Enrolment Document (Enrolment List)

28/2/2017 - Access Adelaide - Enrolment List - 2017 Semester 1

The University of Adelaide Home | Faculties & Divisions | Search

Access Adelaide THE UNIVERSITY of ADELAIDE

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Enrolment List - 2017 Semester 1

Postgraduate Coursework 2017 Semester 1						
Subject/ Catalog Nbr	Course Title	Course Components	Official Grade	Progress Units	Enrolment Status	Program
NURSING 7031	Foundations Crit Care	Lecture (12406)		6.00	Enrolled	GDNSC

Census Date: 31/03/2017 Last Day to WNF: 5/05/2017 Last Day to WF: 9/06/2017

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b) University of South Australia Confirmation of Enrolment Document (Summary of Enrolment List)

 **SUMMARY OF ENROLMENTS**

University of South Australia Telephone: 1300 301 703 unisa.edu.au

Enrolments as at: Sunday, 19 February 2017 9:37 AM

Student Id:

Study Period 1 - 2017

Area	Catalog Number	Title	Program	Units
BUSS	5425	Managing People and Organisations	DMMA	4.50

Study Period 3 - 2017

Area	Catalog Number	Title	Program	Units
BUSS	5249	Managerial Finance	DMMA	4.50

Study Period 6 - 2017

Area	Catalog Number	Title	Program	Units
BUSS	5369	Responsible Leadership	DMMA	4.50

APPENDIX 5

SA HEALTH NURSES AND MIDWIVES STUDY ASSISTANCE PROGRAM

Examples of Tax Invoice Statements

a) University of Adelaide Tax Invoice / Statement

TAX INVOICE / STATEMENT
SF/STUDENT 0001446559
Commonwealth Supported Student Contribution

Date: 30/01/2017
Student Number:
Program: M.Nursing Science
TFN Supplied: Yes

AUSTRALIA 14

THE UNIVERSITY OF ADELAIDE
ABN: 61 249 876 937
STUDENT FINANCE
DIVISION OF STUDY AND COMMUNITY
AND WELL-BEING SERVICES
THE UNIVERSITY OF ADELAIDE
1000
AUSTRALIA
TELEPHONE: 08 8303 3000
FACSIMILE: 08 8303 4000
TELEPHONE: 08 8303 3000
FACSIMILE: 08 8303 4000
CIRICOS Provider Number: 001144

Total Payable
\$2,379.00

Opening Balances may include transactions that have due dates that are earlier than those displayed on this invoice. Please ensure that all charges on this invoice and previous invoices are settled in accordance with the relevant due dates. To view due dates for opening balance transactions please refer to prior invoices.

Opening Balance	Previous Charges this semester	Previous Credits this semester	New Charges this semester	New Credits this semester	Total Payable
\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,379.00	\$ 0.00	\$ 2,379.00

New Items this Invoice	Term	Due Date	Item Amount
12407 Research Literacy	2017 Sem 1	17/03/2017	793.00
12408 Knowledge Translation	2017 Sem 1	17/03/2017	793.00
15851 Professional Practice	2017 Sem 1	17/03/2017	793.00

Total of new item(s) \$2,379.00

b) Flinders University Tax Invoice (Fee Account)

Flinders UNIVERSITY
Fee Account

GPO Box 2100
Adelaide SA 5001 Australia
ABN 66 842 896 290
Enquiries
Tel: 1300 FLINDERS (1300 3546 2377)
Ask Flinders: flinders.edu.au/ask
CIRICOS Provider No. 001144
As At: 3 March 2017
Payment Reference No:

Student ID: 2041479 Student Sponsor Document Reference: hpm

Topic	Study Period	Fee Details	Charge*	Unpaid	Due Date
HACM010 Financial Mgmt/Econ 180-Care	Semester 1	\$360 per unit	1,773.75	1,773.75	10 Mar 2017
HACM000 Oral Litship & Mgt Hltsh.C	Semester 2	\$360 per unit	1,773.75	1,773.75	4 Aug 2017
HACM001 Process Package	Jul to Dec Non-Semester	\$360 per unit	1,773.75	1,773.75	21 Sep 2017
HACM010 Financial Mgmt/Econ 180-Care	Semester 1	Services America Fee Internal	36.75	36.75	10 Mar 2017
HACM000 Oral Litship & Mgt Hltsh.C	Semester 2	Services America Fee Internal	36.75	36.75	4 Aug 2017
HACM001 Process Package	Jul to Dec Non-Semester	Services America Fee Internal	36.75	36.75	21 Sep 2017
Total			6,321.25		

Due Date	AMOUNT DUE
10 Mar 2017	1,773.75
04 Aug 2017	1,773.75
21 Sep 2017	1,773.75

For more information

Nursing and Midwifery Office
Clinical Collaborative | Clinical System Support & Improvement
SA Health
Hindmarsh Square, Adelaide
Telephone: 8226 0749
Email: Health.NursingandMidwiferyOfficeScholarships@sa.gov.au
www.sahealth.sa.gov.au/NursingandMidwifery



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