AHP+PDRP: Guide to submitting a Group Application

This guide provides information in relation to reimbursement for group applications to the Allied Health Professionals plus Professional Development Reimbursement Program (AHP+PDRP). For detailed information about the Program, please refer to the AHP+PDRP Policy Directive and AHP+PDRP webpage.

Process for Group Applications

Determine Professional Development Needs

When a manager or discipline group determines a professional development session that is necessary and/or highly sought after, and will benefit a number of staff, they are able to make a Group Application. Where possible this should include potential participants from a range of allied and scientific health professions, departments and/or LHNs.

Select an appropriate organisation or facilitator to provide the professional development session. It is preferred that facilitators/presenters are sourced from within South Australia, but they may be sourced from other states of Australia if required. Gain a written quote (GST inclusive) and outline of the services to be delivered.

Be aware that it is not government approved practice to pay for services prior to receiving them. A part-payment may be able to be supplied prior to the event for development of resources, but only if this is itemised in the letter of agreement (see below) and sufficient lead time is given.

The activity and the invoicing process must be complete by early-June of the financial year, at the latest, to ensure payment occurs.

Usually a manager or other senior clinician is chosen to submit the application on behalf of the group and becomes the organiser for the application process.

Approval Process for Group Applications

How are group applications assessed?

Group applications can only be submitted during rounds. As group applications often require negotiation with presenters/facilitators, and are often aimed at a large group of staff, they usually require more time to organise and approve, so plan ahead.

Group applications are assessed by the AHP+ PDRP Statewide Advisory Panel within two weeks after the close of the current round.

The applicant organiser is then notified via email regarding the outcome of the group applications within seven days of the Panel’s decision.

If my staff participate in an AHP+PDRP funded group activity will this affect how much they can apply for as an individual?

This depends on the cost of the activity when worked out on a ‘per head’ basis.

For group activities the cost is only allocated against individual attendees’ allocation when the cost per head is greater than $200.

When the group application cost per head is greater than $200, then the funding is allocated against each attendee as an individual and reduces the funding available within the individual’s allocation. If an individual’s allocation is fully expended then the shortfall in funding needs to be met. Options include the department/division meeting the difference or arranging with the presenter to invoice the individual directly to pay personally.

Employees are unable to transfer any of their unused allocation to a colleague or group organiser.
Types of Group Applications

Standard Group Application

When a manager would like to arrange a speaker to present a workshop or seminar for staff to attend and no discount to the usual speaker costs can be negotiated, a Standard Group Application is made. This is recognised as a valuable opportunity for a manager or discipline group to meet specific professional development (PD) needs of a group of staff and the profession, reduces travel impacts and can reduce service impacts, particularly if weekend or night presentations are incorporated.

Standard Group Applications can receive up to $5000 towards the cost of the group activity. This amount is shared equally across the nominated applicants. If the application is for more than this, additional funds may be allocated at the discretion of the AHP+PDRP State-wide Panel.

If the effective cost per head remains under $200 then participation will not affect the individual reimbursement allocation of those who attend. If the cost per head is over $200 then the amount will become part of the individual’s annual allocation.

Group of Convenience Application

When a number of staff are attending the same PD activity, they can apply for funding as a Group of Convenience, providing there is a financial benefit e.g. discount on the conference/workshop fee. This is more cost-effective than each applicant applying individually. If the amount per head is greater than $200 than the amount will become part of the individual’s allocation.

When applying for funding in this way, please be aware that the organiser will have a range of responsibilities, as outlined below.

Role of the Organiser

Once the PD opportunity has been identified and interest levels are known, the organiser needs to complete the following:

- Contact the presenter/company regarding availability and the potential of a negotiated lower cost;
- As part of the application, submit the list of likely attendees to enable remaining allocation amounts to be part of the assessment process;
- For more complex applications with a range of deliverables, a letter of agreement (under forms on the webpage) may be a useful option;
- The organiser needs to inform the presenter/company regarding the invoicing process. All invoices need to be addressed as follows (not to the organiser):
  Josie Vella  
  Allied and Scientific Health Office  
  Department for Health and Ageing  
  Level 5, Citi Centre  
  11 Hindmarsh Square  
  Adelaide  SA  5000
- Invoices must include the presenter/company’s ABN and where possible have GST identified;
- For companies that have not be paid by SA Health previously, they will need to supply a completed a vendor maintenance form with their invoice;
- Invoices should be submitted via the generic email inbox AHPplus@health.sa.gov.au
- Invoices are not paid until AHP+ has confirmation that the service has been delivered;
- Has the responsibility of ensuring that any additional audit documents are completed, such as travel diaries, where relevant.
- Supply a confirmed final attendance list to the email inbox.
- Be aware that the Panel meets post round close. To enable sufficient assessment and invoice processing time, group applications should be submitted at least 3 months prior to the proposed event date.
- Invoice processing must be complete by early-June so ensure sufficient lead time in planning of the event date to enable this.
- For any queries regarding the above, please ring the program on 822 66350.
Apply for Pre-Approval

The applicant visits the AHP+PDRP website and completes the Group online application form during round open dates. The Director/Manager Support Form is attached to demonstrate manager support, and supporting quotes are scanned and uploaded with the application to verify the expenses listed. Supporting quotes must:

> Be from a genuine supplier/business, and demonstrate this by including a logo letterhead and ABN
> State the name of the item or service and the quoted cost

Please contact the AHP+PDRP team if you require assistance via email or 82266406.

Downloading and Submitting Forms

Links to all forms that need to be completed can be found under the Group Application tab on the AHP+PDRP website.

Once completed, these forms and other required documents should be scanned and uploaded to your online application as .pdf files. If you need to provide additional forms/documents after the round has closed, you will need to send them via email AHPplus@health.sa.gov.au.