

# 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 Framework and AHP+PDRP [website](#).

## Determining Professional Development Needs for Group Applications

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 in general 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.

## 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 AUD 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 AUD 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. Organisers of group applications should ensure staff listed on group applications are aware of the impact on their individual 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 that 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 AUD, then 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):  
*Allied and Scientific Health Office  
 Department for Health and Wellbeing  
 Citi Centre  
 11 Hindmarsh Square  
 Adelaide SA 5000*
- Invoices must include the presenter/company's ABN and where possible have GST identified;
- Invoices should be submitted via email; Health:AHPplus <HealthAHPplus@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 to ensure sufficient lead time in planning of the event date to enable this; and
- For any queries regarding the above, please contact the program through email; Health:AHPplus <HealthAHPplus@sa.gov.au>.

## Applying for Pre-Approval

The organiser 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.

## Downloading and Submitting Forms

Links to all forms that need to be completed can be found on the AHP+PDRP [webpage](#).

Once completed, these forms and other required documents should be scanned and uploaded to an online application as .pdf files. Additional forms/documents can be submitted after the round has closed via email; Health:AHPplus <HealthAHPplus@sa.gov.au>.

## Approval Process for Group Applications

### How are group applications assessed?

Group applications can only be submitted when the rounds are open. 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 please plan ahead.

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

The applicant organiser is then notified via email regarding the outcome of the group applications as soon as practicable following 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?

- > On the most part, yes. 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 each individual attendee's allocation when the cost per head is greater than \$200 AUD.

When the group application cost per head is greater than \$200 AUD, 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.

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### For more information

**Allied Health Professionals Plus Professional Development Reimbursement Program**

**Allied and Scientific Health Office**

**Email:** [HealthAHPplus@sa.gov.au](mailto:HealthAHPplus@sa.gov.au)

**Website:** [AHP+PDRP website](#)

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