

Hume Region HACC Training Program

Conference/Seminar/Course Sponsorship

For HACC Allied Health and Nursing Staff

Guidelines

Sponsorship opportunities are available to assist allied health practitioners and nurses employed through the Home and Community Care (HACC) program in the Hume Region to attend professional conferences, seminars and/or courses.

Background

The Hume Regional HACC Training and Advisory Committee (TAC) acknowledges the difficulty in arranging specific professional development activities for HACC allied health and nursing staff.

The scholarship program will assist and support HACC allied health and nursing staff to attend conferences, seminars and courses.

Assistance is in the form of funds to cover up to 50% (to a maximum of \$500) of the cost of the conference, seminar or course.

Sponsorship Details

Sponsorship will be in the form of a reimbursement to the employer of an amount up to 50% to a maximum of \$500 of the conference, seminar or course fee.

Funds will only be available to assist HACC allied health and nursing staff.

Inclusions:-

Funds will only be available to support conference, seminar or course fees and related travel and accommodation.

Exclusions:-

The Sponsorship will not fund expenses including beverages, entertainment, meals, or staff time.

Eligibility

Sponsorship will only be offered to allied health and nursing professionals employed through the HACC program in the Hume Region. Sponsorship will be available to any one individual once per year.

Applications Process

All applications must be submitted by email to Ms Sue Chen, Regional HACC Training Coordinator at the following email address < hacctraining@riac.org.au >

The application process is:

1. Complete internal organisation study/conference leave application form.
2. Complete HACC Training sponsorship application form and provide an electronic copy to your program manager. Include the following information¹:
 - a. Short summary explaining:
 - how the conference, seminar or course is relevant to your work
 - how the sponsorship will assist you in developing and enhancing your practice, your role and provide benefit to your clients
 - why you are interested in this conference, seminar or course
 - your plan to share information gained from the conference/seminar/course with your colleagues and peers afterwards
 - b. Full information regarding the conference/seminar/course registration fees.
 - c. Approval by your supervising manager.

Your program manager is advised to forward the application to the HACC Training Co-ordinator at least 1 month in advance of the conference/seminar/course being held.

Notification of outcome

The HACC Training Advisory Committee will advise the outcome of the application within 2 weeks of receipt of the application. If the application is not approved the reason will be provided and communicated to the relevant program manager.

Transfer of sponsorship funds

If the application is approved, your employer will be reimbursed for the claimable costs specified in the guidelines.

Reimbursement will require presentation of payment receipt(s).

¹ Do not send originals of any supporting documentation, as they will not be returned to you

Hume Region HACC Training Program Conference/Seminar/Course Sponsorship

For HACC Allied Health and District Nursing

Application form

Applicant details:

Name:	
Profession:	
Organisation:	
Address:	
Phone:	
Fax:	
E-mail:	

Seminar/Conference details:-

Title of Conference / Seminar:	
Convened by:	
Location/Venue:	
Registration Fee	

NB. Attach conference/seminar flyer

Details of how the organisation/agency is supporting the study leave request:-

Paid study leave:	
Travel / transport:	
Accommodation:	
Workshop fees:	
Other:	

Justification:-

100 – 250 words explaining:

- how the conference is relevant to your work
- how the sponsorship will assist you in developing and enhancing your practice, your role and provide benefit to your client group
- why you are interested in this conference, seminar or course?
- your plan to share information gained from the conference/seminar/course with your colleagues and peers afterwards?

Justification:

Signed:

Applicant:

Program Manager:

Signature: _____

Signature: _____

Name: _____

Name: _____

Application Checklist:-

- HACC Training and Advisory Committee application form
- Organisation/agency conference/study leave application form
- Conference/Seminar information
- Program Managers approval

Please forward the completed application via email to:

hacctraining@riac.org.au

HACC Regional Training Co-ordinator

Regional Information & Advocacy Council

Tel: 03 5822 1944

2009 Hume Region HACC Training Program
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Application Processing Form

Application criteria (Tick where application criteria is met)

- How the conference/seminar/course will benefit the HACC sector including the client group and service providers
- How the sponsorship will assist in developing and enhancing current practice
- Reason for interest in chosen area of study
- Commitment to Rural Health
- Support from the applicants organisation/agency
- Managers endorsement of application

Comments:

Approved: Yes

No. List reasons below for not approved:

Approved by:

Name:

Organisation/agency:

Signature: _____ Date:

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Official Use Only

Item	Outcome
Application received	(date)
Application distributed to TAC Committee	(date)
Application approved	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sponsorship value	\$.
Applicant and Program Manager informed of outcome	
Transfer of funds to organisation of the applicant	Yes <input type="checkbox"/> No <input type="checkbox"/> (date)