



Pharmacy Programs
Administrator

PROGRAM RULES

Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme

September 2025



Australian Government
Department of Health,
Disability and Ageing

This program is funded by the Australian Government Department of Health, Disability and Ageing.

TABLE OF CONTENTS

1	INTRODUCTION	1
2	BACKGROUND	1
3	PARTICIPATION	1
	3.1 Pharmacy Eligibility.....	1
	3.2 Pharmacy Assistant Eligibility	2
4	APPLICATION PROCESS	2
5	REPORTING REQUIREMENTS	3
6	FUNDING ALLOCATION AND PAYMENT	3
7	IMPORTANT INFORMATION	4
8	AUDIT AND COMPLIANCE REQUIREMENTS	4
9	RESOURCES	4

1 INTRODUCTION

This document outlines the Program Rules governing the Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme. This document must be read in conjunction with the *Pharmacy Programs Administrator General Terms and Conditions* (General Terms). Definitions in the General Terms apply in these Program Rules.

The Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme is designed to strengthen and support the Aboriginal and Torres Strait Islander pharmacy workforce, which in turn will provide improved, culturally appropriate pharmacy services for Aboriginal and Torres Strait Islander Patients.

2 BACKGROUND

The aim of the Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme is to increase Aboriginal and Torres Strait Islander participation in the pharmacy workforce, allowing Pharmacies to better meet the needs of their local communities.

An allowance may be paid to an eligible Community Pharmacy that employs and supports an Aboriginal and/or Torres Strait Islander Pharmacy Assistant to complete a nationally accredited Pharmacy Assistant training course. A Community Pharmacy may submit an application for funding for more than one nationally accredited Pharmacy Assistant training course per Pharmacy Assistant.

The funding is to cover the full training costs for the Pharmacy Assistant and also contribute to the wages and other costs incurred by the Community Pharmacy.

3 PARTICIPATION

3.1 Pharmacy Eligibility

To be considered eligible for the purposes of this Allowance, the Community Pharmacy must:

1. Meet the definition of a Community Pharmacy as outlined in the General Terms
2. Agree to the reporting requirements in these Program Rules
3. Be actively trading and continue to actively trade throughout the period of time the Allowance applies to
4. Employ a Pharmacy Assistant who meets the criteria as defined by these Program Rules
5. Provide evidence that the Pharmacy Assistant has been employed and enrolled in a nationally accredited Pharmacy Assistant training course
6. Consent to disclosure of personal information for the purpose of monitoring, managing and promoting the Allowance
7. Agree to advise the Pharmacy Programs Administrator within 21 days in event of the following:
 - a. Any changes in the duration of study undertaken by the Pharmacy Assistant
 - b. The Pharmacy Assistant ceases employment with the Community Pharmacy
 - c. The Pharmacy Assistant ceases to undertake the approved training course for which the funding was allocated

ABORIGINAL AND TORRES STRAIT ISLANDER PHARMACY ASSISTANT TRAINEESHIP

- d. The Community Pharmacy ceases to be actively trading
- e. The Community Pharmacy is sold in respect of all its interests.

3.2 Pharmacy Assistant Eligibility

To be considered eligible for the purposes of this Allowance, the Community Pharmacy must employ or already have employed a Pharmacy Assistant who:

1. Is an Australian citizen and provides certified proof of citizenship
2. Is of Aboriginal or Torres Strait Islander descent and provides evidence either by:
 - a. A completed Self-Identification Form – available from the PPA [website](#)
 - b. A letter of confirmation
 - c. Evidence obtained from an Incorporated Aboriginal or Torres Strait Islander Community Organisation
3. Undertakes a nationally accredited Pharmacy Assistant training course
4. Will complete the training course within two years of receipt of advice that funding has been approved
5. Agrees to the reporting requirements in these Program Rules
6. Consents to disclosure of personal information for the purpose of monitoring, managing and promoting the allowance.

4 APPLICATION PROCESS

Community Pharmacies must submit an application and supply all required documentation in order to be considered for payment of an Allowance.

Applications can be completed and submitted via the Pharmacy Programs Administrator [Portal](#). A separate application must be submitted for each Pharmacy Assistant.

Community Pharmacies are responsible for securing and employing an Aboriginal and/or Torres Strait Islander Pharmacy Assistant.

Applications must be received by the Pharmacy Programs Administrator within 90 days of the Pharmacy Assistant commencing a nationally accredited Pharmacy Assistant training course. Applications received outside of these time frames will not be accepted.

ATSIPATS eligible nationally accredited courses can be found under FAQ 3 on the [ATSIPATS program page of the PPA website](#).

Applications must be submitted with supporting documentation, which must include, at a minimum, proof of Aboriginal or Torres Strait Islander descent and confirmation of enrolment in a nationally accredited Pharmacy Assistant training course.

Community Pharmacies should ensure that the enrolment evidence is issued directly by the nationally accredited training provider delivering the approved course.

Applications that do not include this evidence will not be approved for payment.

ABORIGINAL AND TORRES STRAIT ISLANDER PHARMACY ASSISTANT TRAINEESHIP

On approval, formal notice of payment of the Allowance will be provided to the Community Pharmacy via email. Unsuccessful applications may be resubmitted if a change of Program Eligibility Criteria causes the application to become eligible

The Pharmacy Programs Administrator and/or the Australian Government may at any time request evidence from the Community Pharmacy in receipt of the Allowance to substantiate the application.

5 REPORTING REQUIREMENTS

The Community Pharmacy must agree to submit a Pharmacist Mid Training claim and a Pharmacist End Training claim within the deadlines provided in the initial application approval email.

The Pharmacy Assistant employed for the purposes of the Allowance will also be required to complete the ATSSIPATS Pharmacy Assistant Trainee Feedback Report, using the [report template](#).

6 FUNDING ALLOCATION AND PAYMENT

Payments will include GST where the Community Pharmacy is registered for it and has selected that option within their PPA Portal account. If registered for GST, the Community Pharmacy will need to report the GST associated payments as part of their quarterly Business Activity Statements. The GST component of the payment will be listed on the Recipient Created Tax Invoice (RCTI) issued by the PPA. Payments amounts shown below are GST exclusive. Where GST registration status changes, Community Pharmacies should contact the PPA to update their GST status in the PPA Portal prior to submitting new claims for payment.

The Allowance provides funding of \$10,000 to an eligible Community Pharmacy that employs and supports an Aboriginal and/or Torres Strait Islander Pharmacy Assistant to complete a nationally accredited Pharmacy Assistant training course within 24 months.

Allowances are limited on the basis of available funds. Lodging an application does not guarantee receipt of an Allowance. Consequently, Community Pharmacies satisfying the Eligibility Criteria will not necessarily receive payment of the Allowance.

Payments will be made electronically based on the bank account details that are provided as part of the application process.

Funding will be apportioned as follows:

1. A payment of \$5,000 will be made within 28 days of receipt and approval of an application.
2. A subsequent payment of \$2,500 will be made at the mid-way point of the period of training undertaken by the Pharmacy Assistant and within 28 days of receipt and acceptance by the Pharmacy Programs Administrator of the Pharmacist Mid Training claim
3. A final payment of \$2,500 will be made on completion of the course by the Pharmacy Assistant and within 28 days of the receipt and acceptance by the Pharmacy Programs Administrator of the Pharmacist End Training claim.

Funding may be adjusted to take into account any changes in the employment or enrolment status of the Pharmacy Assistant. Any adjustments will be made at the discretion of the Pharmacy Programs Administrator.

The Pharmacy Programs Administrator reserves the right to seek the repayment of portions of the Allowance that have been overpaid.

7 IMPORTANT INFORMATION

The receipt of the Allowance does not disqualify the Community Pharmacy from receiving other awards that support rural pharmacy practices.

The information on the application form for the Allowance will be used to assess eligibility to receive payment under the Allowance and its collection is authorised by law. Some information obtained from the application may be released to the Australian Government to assist with the monitoring of the Allowance.

8 AUDIT AND COMPLIANCE REQUIREMENTS

Program applicants must retain full and true records in relation to the receipt and use of the allowance for not less than seven years after receipt of the allowance. Such records must be kept in a manner that permits them to be conveniently and properly audited. Program applicants may be subject to audits by the Australian Government Department of Health, Disability and Ageing (the Department) (or its representative) to ensure that the allowance is paid and used in accordance with the General Terms and these Program Rules and must provide all and any records requested as part of such audit(s).

Program applicants that wrongfully or incorrectly receive support and/or do not meet the requirements set out in the General Terms and these Program Rules may be subject to compliance action (as determined by the Department or Pharmacy Programs Administrator) and repayment may be required. Under section 137.1 of the Criminal Code, giving false and misleading information is a serious offence. If an audit/compliance action is to be conducted, Program applicants will be required to produce documentation within a specified time frame.

9 RESOURCES

ATSIPATS resources are available for download from the PPA [website](#)



CONTACT THE SUPPORT CENTRE: 1800 951 285 | support@ppaonline.com.au