



Pharmacy Programs
Administrator

PROGRAM RULES

Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme -

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Australian Government
Department of Health,
Disability and Ageing

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PART A: ABORIGINAL AND TORRES STRAIT ISLANDER PHARMACY SCHOLARSHIP PROGRAM

1 INTRODUCTION

This document outlines the Program Rules governing the Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme (ATSIPSS). 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 Scholarship Scheme is an initiative of the Aboriginal and Torres Strait Islander Rural Workforce Program. The Program 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.

The ATSIPSS is one of the Aboriginal and Torres Strait Islander specific Programs funded by the Department of Health, Disability and Ageing (the Department) to support Quality Use of Medicines services that are designed to reduce adverse events and associated hospital admissions or medical presentations.

2 DEFINITIONS

ATSIPSS means Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme.

Budget means the distribution of funds available for the purposes of this initiative over the term of the Agreement.

Certified copy means a copy of an original document that has been signed as a certified true copy by a person authorised to do so.

Conditional Scholarship means a scholarship that is provisionally awarded to a person based on the information in that person's application form. If awarded a Conditional Scholarship, an Applicant will be required to provide supporting documentation. These documents will be checked against the application form. Discrepancies between the application form and the information provided may result in the withdrawal of a Conditional Scholarship offer.

Modified Monash Model (MMM) Information regarding the Modified Monash Model can be viewed here: <https://www.health.gov.au/health-topics/health-workforce/health-workforce-classifications/modified-monash-model>.

Modified Monash (MM) Category means the classification given to a specific geographical location under the MMM. The MM Category for a specific location can be viewed on the Department's Health Workforce Locator website: <https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator/health-workforce-locator>. Please ensure that eligibility is determined by using the street address, not the suburb or postcode.

References to **parent(s)** also apply to guardian(s), unless otherwise noted.

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Principal home address means the address where an Applicant usually lives, or has lived in previous years. The principal home address must be in Australia or an external Australian territory (e.g. Norfolk Island, Cocos Islands, etc):

For **boarding school and university students** the principal home address is the place where the Applicant would have usually lived but for living away from home to attend school or university.

If your **parents are separated or divorced**, it is the address of the parent with whom you would have normally lived for the most time in months in each calendar year.

Where Applicants have more than one principal home address during a year, the location where the Applicant resides for most of the time will be taken as the principal home address.

Rural means for the purpose of the ATSIPSS, a Modified Monash Category 3 to Category 7 location (see the definition for 'Modified Monash Category').

Rural Health Club means a university club that encourages and supports students with a background and/or interest in rural health.

Rural Origin means that an applicant is considered to be of rural origin if their principal home address has been in a defined Australian rural area for a minimum of five consecutive years, or eight cumulative years since the age of five.

Statutory Declaration means a statement made in a prescribed format attesting that the information contained within that statement is true. The Statutory Declaration must be duly declared and witnessed by a person authorised to do so.

Year means calendar year, unless otherwise stated.

3 BACKGROUND

The aim of the ATSIPSS is to encourage Aboriginal and Torres Strait Islander students to undertake undergraduate or graduate entry studies in pharmacy at an Australian university.

Scholarships have a value of \$15,000 per year per student for the duration of undergraduate or graduate study, with a maximum amount of \$60,000 per student over a four-year period. ATSIPSS payments are not subject to GST.

At least three Aboriginal and Torres Strait Islander Pharmacy Scholarships are awarded per year, subject to the available Program budget.

These Program Rules are to assist:

- Applicants in completing the Application Form by providing explanatory information on each question
- Conditional Scholarship Holders and Scholarship Holders by outlining arrangements for ongoing participation in the Scheme.

Applicants should take time to read the Program Rules before attempting to complete the application form.

Key terms used in the eligibility and ranking criteria are described in the Definitions.

4 PARTICIPATION REQUIREMENTS

4.1 Student Eligibility

In order to receive a scholarship, Applicants must meet the following Eligibility Criteria.

The Applicant must:

- Be an Australian citizen or permanent resident
- Be of Aboriginal and/or Torres Strait Islander descent
- Be enrolled, or about to be enrolled, as a full-time student and actively progressing in a pharmacy undergraduate or graduate degree at an Australian university that directly leads to a registrable qualification as a Pharmacist. Scholarships are available to students in any year of their undergraduate or graduate degree. Scholarships are not available to applicants with current AHPRA registrations in the pharmacy field (including provisional)
- Be a member of the university's student Rural Health Club or an affiliated Rural Health Club. Applicants who are not a member of a student Rural Health Club must indicate their intention to join a Rural Health Club, and must provide proof of membership before receiving any scholarship payments. If the university campus at which the Applicant is enrolled does not have a Rural Health Club, the Applicant must be a member of, or have indicated their intention to join, their nearest affiliated Rural Health Club
- Preferably be from a rural or remote location. Although not a mandatory criterion, scholarships will be offered preferentially to Aboriginal and Torres Strait Islander students who currently live, or have lived, in a rural or remote community.

4.2 Course Eligibility

Scholarships are available to full-time students enrolled in or applying for entry to an undergraduate or graduate pharmacy degree at an Australian university. The degree must lead immediately to registration as a Pharmacist.

5 APPLICATION PROCESS

Scholarships are advertised on an annual basis. The Scholarship Annual Round opens from November until late January each year. Scholarship Annual Round dates will be advertised on the Pharmacy Programs Administrator [website](#).

Applicants can apply online. Applicants must submit an official electronic Application Form in order to be considered for a scholarship. Incomplete applications will not be assessed.

Applications received will be assessed according to the Eligibility Criteria and then ranked (see Ranking section below). Conditional Scholarship offers will be made to the highest ranked applicants.

If any scholarships remain, the Scholarship Annual Round will remain open and applications can be submitted at any time throughout the year. Please check the Pharmacy Programs Administrator website for details on the progress of the allocation of scholarships.

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Any unsuccessful Applicant for the scholarship is entitled to reapply for the scholarship the following year and will be assessed against the criteria that are in effect on the date the re-application is received by the Pharmacy Programs Administrator.

Scholarship Applicants must not currently be in receipt of a Rural Pharmacy Scholarship at the time of application.

Ranking

In order to select scholarship candidates, all eligible Applicants will be ranked according to their rural experience. Conditional Scholarships will be offered to the highest ranked Applicants first.

As part of the application form, students will be required to provide supporting information (e.g. birth certificate, evidence of Aboriginal or Torres Strait Islander descent).

Awardees of Conditional Scholarships will be requested to provide confirmation of enrolment in their university degree and a declaration that all supporting evidence provided in the application was correct. Documentation will be verified, and scholarships will be confirmed by email.

Discrepancies between certified supporting documentation and the information contained in the Application Form, or failure to provide supporting documentation by the due date specified in the Conditional Scholarship offer email, may result in the offer of a Conditional Scholarship being withdrawn.

If an Applicant declines a Conditional Scholarship, their place may be awarded to the next highest ranked Applicant.

Where two or more eligible Applicants receive an equal ranking, interviews may be held to determine the most suitable candidate.

Rural experience

Rural experience will be assessed using the Applicant's principal home address. The maximum number of years contributing to the rural experience criterion is 12 years. The assessment of rural experience for each Applicant will commence from five years of age.

Students who attended boarding school will not be disadvantaged. See the definition of principal home address in the Definitions.

Students who attended primary school in a rural location will also be asked to provide these details in their application as they may be used to help assess rural experience.

6 APPEALS PROCESS

Applicants who were not awarded a scholarship and believe their particular situation has not been addressed adequately, may lodge an appeal. In order to have their appeal considered, Applicants should submit an appeal statement to the Pharmacy Programs Administrator within 21 days of the date of the email advising them that their application was unsuccessful.

The Eligibility Criteria for the scholarship relate to rural experience. Therefore, grounds for appeal must be based on this Eligibility Criterion and the statement should set out clearly the grounds on which the appeal is based. Each appeal will be assessed, any extenuating circumstances and/or specific situations will be considered, and the appellants' rankings will be reassessed against other

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Applicants. The results will determine which Applicants, if any, are successful in obtaining a scholarship.

7 PAYMENT

Scholarships have a value of \$15,000 per annum per student for the duration of undergraduate or graduate study. Undergraduate study may be funded for up to four years with a maximum scholarship value of \$60,000 per undergraduate student. Graduate study may be funded for up to two years with a maximum scholarship value of \$30,000 per graduate student. ATSIPSS payments are not subject to GST.

Under the Scheme, any study at honours level beyond the length of the undergraduate course will not be covered by the scholarship.

Payments will be made by the Pharmacy Programs Administrator in monthly instalments of \$1,500 for 10 months of the calendar year via direct Electronic Funds Transfer (EFT).

Scholarship payments for the year only commence once all required Beginning of Year documents are received and ongoing eligibility is confirmed. Similarly, the final monthly instalment each year will only be paid once all required End of Year documents are received (see Part C for all Beginning and End of Year requirements).

Scholarship payments will be made in the following annual schedule:

Payment	Payment Date	Requirements
1st	February	Scholarship holders must submit their required Beginning of Year documents
2nd–9th	March to October, Monthly	Nil
10th	November	Scholarship holders must submit their required End of Year documents. The scholarship holder's Mentor must submit their Mentor Report to receive payment under the Rural Scholarship Mentor Scheme (see 9. Rural Pharmacy Scholarship Mentor Scheme).

7.1 Tax

Scholarships are exempt from income tax under the *Income Tax Assessment Act 1997*. Group Certificates/PAYG Payment Summaries will not be issued.

7.2 Services Australia Benefits

Students applying for, or in receipt of, Australian Government benefits through Services Australia, such as Youth Allowance or AUSTUDY, should seek advice from Services Australia on how the receipt of a scholarship will impact on their Services Australia benefits.

7.3 Repayment of Funds

If the scholarship holder ceases to fulfil the requirements set out in these Program Rules or the terms of the scholarship, and fails to inform the Pharmacy Programs Administrator, they will be required to repay funds received from the time they ceased to be eligible.

It is in the scholarship holder's best interest to notify the Pharmacy Programs Administrator if they cease to fulfil the Program Rules or the terms of the scholarship.

8 ONGOING ELIGIBILITY

8.1 Scholarship Holder Responsibilities

The responsibilities of the scholarship holder are to:

- Agree each academic year to participate in the Mentor Scheme for the duration of the scholarship
- Develop a realistic and meaningful Learning Plan with the nominated mentor at the beginning of each academic year of the scholarship
- Maintain quarterly communications with the nominated mentor to discuss elements identified in the Learning Plan. Scholars are encouraged to engage with their mentors as much as practicable throughout the academic year however, scholars must have a **minimum** of one contact per quarter (Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec)
- Undertake rural activities throughout each academic year
- Maintain membership of a Rural Health Club
- Meet scholarship reporting requirements.

Scholarships will be paid to full-time students only. Scholarship recipients are required to advise the Pharmacy Programs Administrator in writing of any change in enrolment status.

8.2 Annual Requirements

It is important to note there are a number of requirements that must be met by all scholarship holders on an annual basis in order to maintain ongoing eligibility. These are split into Beginning of Year and End of Year reporting requirements. See Part C for full details on these requirements.

Scholarship payments for the year will not commence until all the required documents are received and ongoing eligibility is confirmed.

Scholarship holders and mentors may also be required to participate in annual surveys or longitudinal studies.

All forms and documents must be submitted electronically via the Pharmacy Programs Administrator [Portal](#) (the Portal).

8.3 Deferral

Scholarship holders who defer their studies and who are granted a deferral by the university may defer their scholarship for one academic year only, The Pharmacy Programs Administrator must be informed of any deferrals and provided with evidence of approval of deferral from the university.

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Scholarships may not be deferred in the year they are offered. If the student requesting deferral holds a Conditional Scholarship, the Conditional Scholarship will be withdrawn and may be awarded to the next highest ranked Applicant. If the scholar holds a full scholarship, the scholarship will be withdrawn.

8.4 Withdrawal

Scholarship holders who withdraw from their course will forgo their scholarship. There will be no requirement to return any scholarship funds paid prior to the date of withdrawal.

8.5 Failure

Scholarship holders who fail to pass an enrolled unit but are permitted by their university to continue actively progressing in their full-time study are required to:

- Notify the PPA of their failed unit/s within 30 days of receiving their academic results
- Provide updated enrolment details verifying ongoing full-time study and where applicable, the study period where the failed unit/s will be re-taken.

Scholars who do not provide the above information to the PPA within the specified timeframe will have their scholarship suspended once a failure has been disclosed until such time that they provide evidence that they have met their academic requirements by completing the failed unit/s.

Scholarship holders who fail to meet the academic requirements of the course and are excluded from further study will have their scholarship cancelled.

9 RURAL PHARMACY SCHOLARSHIP MENTOR SCHEME

Scholarship holders will be required to participate in the Rural Pharmacy Scholarship Mentor Scheme. Scholarship holders must nominate a rural Pharmacist of their choice to work with as a mentor. Continuing eligibility will be dependent on a report from the mentor indicating satisfactory participation in rural activities. Inadequate participation may lead to suspension or forfeit of a scholarship.

A mentor must be a practising Pharmacist who is working within an Australian rural location. The mentor will be eligible to receive an honorarium of \$375 per student mentored for each year of participation. The amount will be paid directly to the mentor within 30 days of receipt of a completed Mentor Report. Honorariums paid under the Mentor Scheme are not subject to GST. Mentors must register and submit the Mentor Report via the [Portal](#).

Scholarship holders are required to develop a Learning Plan with their mentor, have ongoing contact on at least a quarterly basis, and undertake appropriate rural activities. Further details on the Rural Pharmacy Scholarship Mentor Scheme are available on the [Pharmacy Programs Administrator website](#).

9.1 Selecting a Mentor

A mentor must be a practising Pharmacist who is working within a MM Category 3 to 7 location at the time of their initial nomination by a scholar. The MM Category for a particular location can be viewed on the Department's Health Workforce Locator website:

<https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator/health-workforce->

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[locator](#). Please ensure that mentor eligibility is determined by using the mentor's workplace address (physical street address), not the suburb or postcode.

It is suggested that scholarship holders nominate a Pharmacy mentor from their home district. Scholarship holders who already have a mentoring relationship with a local Pharmacist with whom they undertake rural placements may nominate that Pharmacist as their rural Pharmacy mentor.

Further details on mentor eligibility can be found in the *Rural Pharmacy Scholarship Mentor Scheme Program Rules* available at [Pharmacy Programs Administrator website](#).

9.2 Mentor Support

Mentor support includes at least quarterly contact instigated by the scholarship holder. Scholars are encouraged to engage with their mentors as much as practicable throughout the academic year however, scholars must have a **minimum** of one contact per quarter (Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec). The method of contact between the scholarship holder and the Mentor, including the timing and duration of contact (e.g. email, telephone and face-to-face sessions), is to be negotiated between both parties. Ideally, scholarship holders should endeavour to conduct at least one face-to-face meeting with their mentor each academic year. It is recognised that there may be circumstances where distance may preclude face-to-face contact.

If either the scholarship holder or the mentor believes that the mentoring relationship is not proving to be effective and satisfying, they can contact the Support Centre to discuss the issue.

9.3 Changing Mentors

Scholarship holders:

- Should inform the Support Centre of any changes in their mentoring arrangement
- Are responsible for providing a new mentor's contact details
- Should nominate a new mentor within 14 days of informing the Support Centre of their decision to change mentors
- Are responsible for informing their old mentor of any new arrangements established.

10 IMPORTANT INFORMATION

The Pharmacy Programs Administrator may provide the Department with information about the Scheme, the use of funds under this Scheme, assessment and allocation of scholarships and on any issues that may arise in relation to a particular circumstance or scholarship.

The Program Rules that govern all the Aboriginal and Torres Strait Islander Pharmacy Programs undergo a continuous quality improvement process, which may result in revisions to the Rules from time to time. All revisions will be undertaken in conjunction with the Department and may involve a consultation process.

11 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

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subject to audits by 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.

PART B: SCHOLARSHIP APPLICATION FORM

ATSIPSS Applications open for submission on an annual basis between approximately November and January. The Pharmacy Programs Administrator will advertise when the annual round opens on the [Pharmacy Programs Administrator website](#).

The Applicant must submit an official electronic Application Form via the [Pharmacy Programs Administrator website](#) in order to be considered for a scholarship.

If any scholarships remain, the annual round will remain open and applications can be submitted at any time throughout the year.

12 NOTES ON COMPLETING THE APPLICATION FORM

Section A: Personal and Contact Details

Section A requires you to provide personal and contact details.

It is important that the contact details you provide are current, and in particular, that your email address is correct. If there is a need to speak to you this will be during standard business hours (9 am to 5 pm, Monday to Friday Australian Eastern Daylight-Saving Time). If it is difficult to contact you during these times, please provide details of how you may be contacted.

PLEASE NOTE: It is the responsibility of all Applicants and ongoing scholars to ensure you maintain correct contact details, so that the Pharmacy Programs Administrator can contact you as required. A reliable email address must be maintained at all times to ensure that correspondence is received. If the Pharmacy Programs Administrator is continually unable to contact individuals through the contact details supplied, it is possible that such individuals may be required to forgo their scholarship.

Section B: Eligibility Criteria

This section requires you to provide information regarding your eligibility for the scholarship.

Section B - About you

Australian Citizen or Permanent Resident

You will be required to supply certified copies of documents to prove that you are an Australian citizen or have official Australian Government approval to live in Australia permanently. Applicants who do not meet this criterion are not eligible to apply for a scholarship.

Aboriginal and Torres Strait Islander descent

Scholarships are only available to Applicants of Aboriginal or Torres Strait Islander descent. You will be required to supply certified copies of evidence of Aboriginal or Torres Strait Islander descent.

Evidence can be obtained from your local Aboriginal Community Organisation.

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If you cannot obtain evidence from a local Aboriginal Community Organisation you can provide a Statutory Declaration certifying you are of Aboriginal or Torres Strait Islander descent.

Section B – Rural Residency

This section requires information on where you have lived and where you attended primary school. For an explanation of a defined Australian rural area, see 'Rural', in the Definitions section.

As noted under Student Eligibility, this is not a mandatory criterion however, scholarships will be offered preferentially to Aboriginal and Torres Strait Islander students who currently live, or have lived, in a rural or remote community.

Historic Home Address

Your historic home address is the address where you usually live or have lived in previous years (see 'Historic home address', in the Definitions section). Also refer to information on Ranking and Rural Experience under Section 5 'Application Process'.

Your complete historic home address history since the age of five is required, beginning with the most recent address first. Please provide the address details and approximate dates.

Primary School Attendance

If you attended a rural primary school, please provide those details here.

You will be required to certify your primary school attendance history through the provision of documentary evidence, such as copies of school reports for one academic year or a certified official letter from the primary school confirming your attendance.

Section B – Course Eligibility

Full-Time Pharmacy Student

The scholarships are available to full-time students enrolled in or applying for entry to an undergraduate or graduate pharmacy degree at an Australian university that leads to a registrable qualification in pharmacy.

Please note: Only Bachelor of Pharmacy, Bachelor of Pharmacy and Management and Masters of Pharmacy degrees are eligible under the scheme. Neither the Bachelor of Pharmaceutical Sciences nor the Bachelor of Biomedical Science are eligible, as they do not lead directly to registration as a Pharmacist. Applications will be assessed and ranked pending confirmation of enrolment.

Rural Health Club Membership

The scholarships are only available to students who are members of the student Rural Health Club at the university where they are undertaking their pharmacy studies or a member of an affiliated Rural Health Club.

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Applicants who are not currently a member, or are not intending to become a member of a student Rural Health Club, are not eligible for the scholarship.

Section C: Course Details

This section requires information about the university at which you have enrolled, including the name of the university, the name of your course, the year of study you will be undertaking in the year the scholarship commences and the total length of the course (years) and expected completion date.

If you are awarded a Conditional Scholarship, you will be required to supply a certified copy of documentary evidence that you are enrolled in a full-time undergraduate or graduate pharmacy course at an Australian university that leads to a registrable qualification in pharmacy.

Section D: Privacy Note

This section certifies that personal information provided on the Application Form will be dealt with in accordance with the provisions of the *Privacy Act 1988*.

Section E: Declaration

All Applicants must sign the declaration at the end of the Application Form.

Applicants under 18 years of age should ask a parent or guardian to also sign the application form declaration. Applicants/parent(s)/guardian(s) must type their name and date in the space provided on the form. This will be accepted as an electronic signature.

In doing so, you agree to do the following if awarded a Conditional Scholarship:

- Provide all verification documents as requested by the Pharmacy Programs Administrator over the life of the scholarship
- Participate in the Rural Pharmacy Scholarship Mentor Scheme
- Become a member of a student Rural Health Club
- Sign a Statutory Declaration attesting that the information in your Application Form is accurate and complete.

A Statutory Declaration must be witnessed and signed by an authorised person. Please see Section H for a list of persons before whom a Statutory Declaration may be made.

Section F: Statutory declaration

Persons before whom a Statutory Declaration may be made:

Part 1 – Members of certain professions

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Patent attorney

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- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary surgeon

Part 2 – Other persons

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer, or Australian Diplomatic Officer, (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with five or more continuous years of service
- Building society officer with five or more years of continuous service
- Chief Executive Officer of a Commonwealth court
- Civil marriage celebrant
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with five or more years of continuous service
- Employee of the Australian Trade Commission who is:
 - (a) In a country or place outside Australia
 - (b) Authorised under paragraph 3 (d) of the Consular Fees Act 1955
 - (c) Exercising his or her function in that place
- Employee of the Commonwealth who is:
 - (a) In a country or place outside Australia
 - (b) Authorised under paragraph 3 (c) of the Consular Fees Act 1955
 - (c) Exercising his or her function in that place
- Fellow of the National Tax Accountants Association
- Finance company officer with five or more years of continuous service
- Holder of a statutory office not specified in another item in this Part
- Judge of a court
- Justice of the Peace
- Magistrate
- Master of a court
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is:
 - (a) An officer

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- (b) A non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with five or more years of continuous service
- (c) Warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of the Institute of Corporate Managers, Secretaries and Administrators
- Member of the Institution of Engineers, Australia, other than at the grade of student
- Member of:
 - (a) The Parliament of the Commonwealth
 - (b) The Parliament of a State
 - (c) A Territory legislature
 - (d) A local government authority of a state or territory
- Minister of religion registered under Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of:
 - (a) The Commonwealth or of a Commonwealth authority
 - (b) A state or territory or of a state or territory authority
 - (c) A local government authority; with five or more years of continuous service who is not specified in another item in this Part
- Permanent employee of the Australian Postal Corporation with five or more years of continuous service who is employed in an office supplying postal services to the public
- Person before whom a statutory declaration may be made under the law of the state or territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service Officer of the Commonwealth, or of a State or Territory, or of a Commonwealth, State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution.

Please note: It is not recommended that members of an Applicant's family witness the Statutory Declaration, even if that family member meets the criteria above. This recommendation is made to avoid any potential conflict of interest.

PART C: REPORTING AND RESOURCES

13 BEGINNING OF YEAR REQUIREMENTS

All scholarship holders are required to complete and/or submit the following requirements at the commencement of each academic year via the [Portal](#).

Annual Scholarship Agreement

Scholarship holders are required to acknowledge and agree to the ongoing Scholarship Agreement. This Scholarship Agreement confirms the scholarship holder will continue to meet the required obligations in order to receive scholarship payments.

The Scholarship Agreement template can be downloaded from [Pharmacy Programs Administrator website](#).

Beginning of Year Report

Scholarship holders are required to complete and upload the Beginning of Year Report. The Beginning of Year Reporting template can be downloaded from [Pharmacy Programs Administrator website](#).

This ensures that accurate scholarship holder details are maintained.

The following information is necessary for the completion of this form:

- Term contact details
- Course details
- Mentor details.
- Bank account and home contact details can be updated at any time via the [Portal](#).

Learning Plan

Scholarship holders are required to complete and submit a Learning Plan covering interaction with the nominated mentor, rural activities and Rural Health Club participation. A Learning Plan template can be downloaded from [Pharmacy Programs Administrator website](#).

The Learning Plan has been designed to support and guide the work undertaken during each academic year. The Learning Plan must be developed and agreed to by both the mentor and the scholarship holder to demonstrate that in the view of both parties, the activities are realistic, achievable and relevant to the current level of study.

Please keep a copy of your Learning Plan as you will need to refer to it to complete your End of Year Report.

Suggested rural activities include:

- Promoting rural pharmacy to rural secondary school students
- Participating in activities that promote pharmacy as a career choice to rural secondary school students

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- Actively participating in rural health club activities such as excursions, special visits, or by being on the executive board
- Spending time with mentors by engaging in a range of day-to-day activities that will inform your understanding of rural health practice.
- Mentors and scholarship holders may identify other appropriate activities.

Proof of Full Time Enrolment

Scholarship holders are required to submit proof of full-time university enrolment. This may be demonstrated via an academic transcript, a letter from your university or an official downloaded record from the internet.

Academic Results

Scholarship holders are required to submit their academic results from the previous year. This may be demonstrated via an academic transcript, through a letter from your university or an official downloaded record from the Internet.

Rural Health Club Membership

Scholarship holders are required to be a member of the Rural Health Club at their university and provide proof of membership. Rural Health Clubs provide members with opportunities to share and exchange knowledge.

14 END OF YEAR REQUIREMENTS

All scholarship holders are required to complete and submit the following requirements at the end of each academic year via the [Portal](#). Final payment for the year will not be made to the scholarship holder until end of year documentation has been received.

End of Year Report

All scholarship holders are required to complete and upload an End of Year Report. The End of Year Reporting template can be downloaded from [Pharmacy Programs Administrator website](#).

This report should be between 500 and 1,000 words. This is an individual report, which should be written from a personal perspective, addressing the goals identified in the Learning Plan and the means by which they were accomplished, involvement in rural activities, and other relevant information, such as experience of participation in the Mentor Scheme.

Final year scholarship holders are required to submit an analysis of their participation in the Mentor Scheme over the duration of their scholarship and to include any suggestions they may have as a result of their experiences in the Scholarship Scheme.

Mentor Report

Mentors are required to provide a brief Mentor Report detailing their contact with the scholarship holder and the scholarship holder's rural health activities.

The scholarship holder's Mentor must submit the Mentor Report via the [Portal](#). The Mentor Report must be received before the final payment for the year can be made to the scholarship holder.

15 RESOURCES

Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme and Rural Pharmacy Scholarship Mentor Scheme resources are available for download on the [Pharmacy Programs Administrator website](#).



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