



Health Practitioners - Higher Education Incentive

Human Resources Policy

Effective Date: September 2008

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1 PURPOSE

To outline the entitlement and process for the Higher Education Incentive, as outlined in clause 32 of the Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007.

2 APPLICATION

This policy applies to all permanent, temporary and casual Health Practitioner (HP) HP1 to HP4 appointments.

3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

4 DELEGATION

The “delegate” is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

5 REFERENCES

- District Health Services Employees' Award – State 2003
- Health Practitioners (Queensland Health) Certified Agreement (No.1) 2007
- IRM 4.5 Higher Duties - District Health Services Employees' Award - State and Corporate Office Staff

6 SUPERSEDES

- New HR Policy

7 POLICY

This policy enables Queensland Health to acknowledge and recognise health practitioners from HP1 to HP4 who obtain higher education qualification(s) thus providing a highly skilled workforce and improved service delivery.

The higher education qualification must be relevant to the health practitioner's discipline or their current position and must be additional to the minimum required qualification for registration purposes or entry level equivalent.

7.1 Type of Eligible Qualifications

The following two levels of qualifications or equivalent credentials will be considered for the higher education incentive allowance provided they are relevant to the discipline/position and meet the criteria set out in the policy:

Level 1 Qualification: Relevant Post Graduate Certificate, Post Graduate Diploma, Second Degree

Level 2 Qualification: Relevant Post Graduate Masters Degree or PhD

The following accreditations/qualifications or equivalent credentials will not be considered for the higher education incentive allowance:

- Certificate I
- Certificate II
- Certificate III
- Certificate IV
- Diploma
- Vocational Graduate Certificate
- Vocational Graduate Diploma

In order that credentials can be recognised as equivalent, the employee will need to submit documentation for assessment (by a relevant authority) against the Australian Qualification Framework (AQF). Employees seeking to have a qualification recognised will lodge an application via their local manager to the Human Resource Branch. In forwarding their application, employees are encouraged to seek endorsement by their professional body.

The application is to be referred to the Health Practitioner Interest Based Bargaining (HPIBB) Group which will then initiate appropriate processes for assessment. Once the qualification equivalency has been established, it will be presented to the HPIBB Group for processing. Recognition for Prior Learning (RPL) is not to be considered in assessing equivalence of credentials.

Qualifications conferred by international or overseas education institutions will need to be assessed in relation to the Australian Qualifications Framework (AQF) before they can be submitted for recognition under the higher education incentive.

7.1.1 Eligible Level 1 Qualifications

7.1.1.1 Post Graduate Certificates and Diplomas

Post Graduate Certificates and Diplomas must be at the level of either Graduate or Post Graduate level.

7.1.1.2 Second Degrees

Second degrees must be recognised Bachelor degrees that do not provide eligibility for registration or current entry level employment in that profession or discipline. All degrees that provide eligibility for registration or entry level employment are considered 'first' degrees and not 'second' degrees. The order in which the qualifications are undertaken does not affect the definition of 'first' or 'second' degree.

Examples of 'first' degrees include (but are not limited to):

- Bachelor of Speech Pathology (employed as a Speech Pathologist)
- Bachelor of Pharmacy (employed as a Pharmacist)
- Graduate Entry Bachelor, Masters or Doctorate of Physiotherapy Studies (employed as a Physiotherapist).
- Bachelor of Psychology (employed as a 'probationary' Psychologist)
- Bachelor of Social Work (employed as Team Leader)

Examples of eligible 'second' degrees include (but are not limited to):

- Bachelor of Education (employed as a Pharmacist with an education role)
- Bachelor of Exercise Physiology (employed as a Musculoskeletal Physiotherapist)
- Bachelor of Music (employed as a Music Therapist)
- Bachelor of Business (employed in a line management or supervisory role with formal management responsibilities)

Examples of 'second' degrees which would not typically be eligible include (but are not limited to):

- Bachelor of Education (employed as a HP3 OT without a teaching responsibility)
- Bachelor of Science (employed as a Dietician)
- Bachelor of Music (employed as a Scientist)
- Bachelor of Business (employed in a professional HP3 role, for example a Social Worker)

7.1.2 Eligible Level 2 Qualifications

7.1.2.1 Post Graduate Masters Degree

Post Graduate Masters Degrees are defined in the Australian Qualifications Framework (AQF) (<http://www.aqf.edu.au/index.htm>). These may include coursework, research or professional coursework Masters Degree programs. These qualifications do not include Masters Programs that are considered equivalent to Bachelor Degree programs as described by the AQF as:

“the graduate entry degree, which is a minimum of two years in duration, is specifically designed on the assumption of graduate entry, sometimes in a specified discipline, often as a shorter alternative to the standard four year (or longer) degree for initial professional preparation”

(<http://www.aqf.edu.au/bmdguide.htm> Jan 2008)

7.1.2.2 Doctorate Degree

Post Graduate Doctorate Degrees (PhD) are defined in the Australian Qualifications Framework (AQF) (<http://www.aqf.edu.au/index.htm>). These may include both Research Doctorates as well as Professional Doctorates, however do not include graduate entry programs called Doctorate programs e.g. Doctorate of Physiotherapy Program, Bond University.

See Sections 9.1 Higher Education Incentive for occupations requiring a degree qualification for registration, and 9.2 Higher Education Incentive for occupations not requiring a Degree for registration or practice purposes for examples.

8 APPLYING THE POLICY

8.1 Application of the Higher Education Incentive

8.1.1 Incremental Advancement

An eligible employee, who is not at the maximum pay point of their classification, is to be advanced by one pay point. Such employees will retain their existing increment date and continue to increment on this date annually until they reach the maximum pay point in their level. After completion of 12 months service at the maximum pay point, they will be paid the Higher Education Incentive Allowance.

8.1.2 Higher Education Incentive Allowance

An eligible employee, who has completed 12 months service at the maximum pay point, is entitled to receive the Higher Education Incentive Allowance.

The allowance is to be paid on the following basis:

Level 1 Qualification – Calculated on the basis of 3.5% of:

- HP2.7 for HP1 and HP2, or
- HP3.7 for HP3 and HP4

Level 2 Qualification – Calculated on the basis of 5.5% of:

- HP2.7 for HP1 and HP2, or
- HP3.7 for HP3 and HP4

In the case of a part-time or casual employee, the employee must receive a salary at the maximum pay point for a period of at least 12 months and have worked 1,200 ordinary hours at the maximum pay point.

For the purposes of this policy the maximum pay point for HP2 is HP2.7 and for HP3, the maximum pay point is HP3.7.

Employees who translated to either HP2.8 or HP3.8 are automatically eligible for payment of the allowance. There is no requirement for these employees to complete 12 months service at HP2.8 or HP3.8 to be eligible to receive the Higher Education Incentive Allowance. (Refer to Clause 22, Transitional Health Practitioner Classification Levels, Health Practitioners (Queensland Health) Certified Agreement (No.1) 2007.

Employees at HP1.7, HP2.7 (ineligible for HP2.8), HP3.7 (ineligible for HP3.8) or HP4.4 level are required to have completed 12 months service at this pay point before they are entitled to receive the Higher Education Incentive Allowance. In the case of a part-time or casual employee, the employee is to receive a salary at the maximum pay point for a period of at least 12 months and have worked 1,200 ordinary hours at the maximum pay point.

The higher education incentive allowance is an all purpose allowance. That is, the allowance attracts shift penalties, weekend penalties, overtime, leave payments, and leave loading. Leave payments and loading attract payment only where the allowance is being paid at the time of taking the leave.

The higher education incentive allowance is not included in superannuable salary but is included in Ordinary Time Earnings (OTE). The allowance is paid through the payroll system and taxed as part of gross income.

8.2 More Than One Qualification

8.2.1 Additional Qualifications within Level 1 or within Level 2 Qualifications

Employees may only make application for the higher education incentive for one eligible qualification within a category.

An employee who holds more than one eligible qualification within Level 1 or within Level 2 and is in receipt of the higher education incentive is not eligible for additional advancement and/or additional allowance.

8.2.2 Additional Qualifications across Level 1 and Level 2 Qualifications

An employee who holds a Level 1 qualification and subsequently obtains an eligible Level 2 qualification may apply for recognition of the level 2 higher education incentive allowance in lieu of the level 1 higher education incentive allowance, thus changing the employee's entitlement from the 3.5% to the 5.5% incentive.

8.3 Entitlements upon Higher Duties

Where an employee who is in receipt of an incremental advancement or the higher education incentive allowance subsequently undertakes higher duties at either HP2, HP3 or HP4 level, the employee becomes eligible for the incremental advancement only (one pay point) at the higher HP classification level **provided that the qualification remains relevant to the higher level position**. The incremental advancement is payable irrespective of whether the employee is in receipt of the allowance at their substantive level. The higher duty qualifying period must be in accordance with approved eligibility requirements provided in IRM 4.5 Higher Duties – District Health Services Employees' Award and Public Service Award.

Employees who are in receipt of a higher education incentive are **not** entitled to retain the higher education incentive allowance or the incremental advancement when relieving in positions classified at HP5 and above. These employees will resume payment of the higher education incentive when they revert to their substantive position. No back payment can be claimed for the period of time the employee was acting in a HP5 or higher position.

8.4 Entitlement upon Promotion

Where an employee who is in receipt of the higher education incentive is subsequently promoted to either HP2, HP3 or HP4 based on merit selection, they become eligible to be advanced one increment level, **provided that the qualification remains relevant to the higher level position**.

The relevance of the higher education incentive is to be assessed by the interview panel. The interview panel is required to document whether a particular higher education qualification held by the successful applicant(s) for the position is relevant for the purposes of the higher education incentive policy.

It is the panel's task to ensure that the successful applicant is appointed to the appropriate level after consideration of the incumbent's higher education qualification.

All periods of acting/relieving in higher duties are to be taken into account and IRM 4.5 Higher Duties – District Health Services Employees' Award and Public Service Award is to be applied.

8.5 Approval Process for the Higher Education Incentive

The line manager (supervisor) is to sign in support of the application. Where the line manager is of a different profession, the professional supervisor or discipline leader is also required to sign in support of the application. If the employee is promoted via a merit selection, the chair person of the panel is to sign in support of the application.

For District employees, the delegate approval for the higher education incentive is with the District Chief Executive Officer (or Delegate). The Delegate may typically be the District Director of Allied Health.

For employees within a State-wide Service, the delegate approval for the Higher Education Incentive is with the Senior Directors (Clinical and Statewide Services, division of the Chief Health Officer).

8.6 Process for Applying for the Higher Education Incentive

- The employee receives an eligible Post Graduate qualification and makes application for recognition of the qualification under the higher education incentive policy. (Attachment One);
- The application must be accompanied by a certified copy of the qualification being sought for recognition.
- The supervisor provides the employee with written acknowledgement that the application has been received (Refer to Attachment Two);
- The supervisor or in the case of a merit based promotion the interview panel assess the relevancy of the qualification and sign off in support of the application (Attachment One);
- Where the line manager is of a different profession, the professional supervisor or discipline leader also assesses the relevancy of the qualification and signs off in support on the application.
- The relevant delegate approves the application; and
- The higher education incentive is applied as per this policy.

8.7 Date of Commencement of the Higher Education Incentive

For approved applications received within twelve months of the date of certification of this agreement, employees are entitled to have the higher education incentive retrospectively recognised to:

- 1 September 2007, for qualifications obtained on or before 1 September 2007; or
- The date that the qualification was obtained, for qualification obtained between 1 September 2007 and the date of certification of this Agreement

Once an application for recognition of qualifications is approved, the employee will receive the higher education incentive from the date the application is received by the supervisor.

8.8 Qualification No Longer Relevant

A qualification may cease to be relevant where an employee is appointed to a position away from the area in which the qualification is relevant. In such cases the higher education incentive will cease.

The Health Service District must provide the employee with written advice of their intent to cease any advancement or allowance, stating the reason for which it is believed no longer relevant. In the case of merit appointments the interview panel must provide the employee with written advice of their intent not to recognise a higher education qualification, stating the reason for which it is deemed no longer relevant to the position.

Where employees do not agree with the Health Service District, or the interview panel they have 21 days in which to lodge an appeal.

In addition, the Health Service District or interview panel must provide written advice to the District SSP of the date the allowance is to cease, including a copy of the letter provided to the employee.

The date of discontinuing any allowance is the date that the Health Service District or interview panel formally advised the employee of such in writing.

8.9 Grievance Procedure

Normal Grievance procedures apply to this policy.

9. EXAMPLES

9.1 Higher Education Incentive for Occupations requiring a Current Degree Qualification

- A Speech Pathologist who requires a four year degree for registration purposes and obtains a Post Graduate Diploma in Speech Pathology can apply for recognition under this policy.
- A scientist who has a Bachelor of Science Degree and completes a Master of Bio-Chemistry can make application for recognition under this policy.
- A nutritionist who completes a diploma in natural medicine (undertaken through a registered training organisation) is **not** able to seek recognition for the Higher Education Incentive as the minimum qualification for registration purposes in this profession is a degree qualification. For recognition under this policy a higher education qualification needs to be obtained, e.g. a Post Graduate Certificate, Post Graduate Diploma, Post Graduate Masters or a PhD. A Second Degree which is relevant to the current position the employee currently occupies may also be relevant.

- A Physiotherapist who undertakes a short course in massage therapy and is awarded a diploma in remedial massage (undertaken through a Registered Training Organisation) will **not** be eligible to make application under this policy as the minimum qualification is a Bachelor, Masters or Doctorate of Physiotherapy. For recognition under this policy a higher education qualification needs to be obtained.
- An Audiologist completes a Certificate IV in Training and Assessment (undertaken through a Registered Training Organisation) will **not** be eligible to make application under this policy as the minimum qualification is Masters Degree in Audiology. For recognition under this policy a Higher Education Qualification needs to be obtained for example a doctoral (PhD) in Audiology. A Second Degree which is relevant to the current position the employee currently occupies may also be relevant.
- A Radiation Therapist who previously only required a diploma qualification for registration and practice purposes obtains an entry level qualification (current relevant bachelor degree). This bachelor degree would be deemed an entry level qualification. Therefore this qualification is ineligible for the higher education incentive as it is deemed an entry level qualification.

9.2 Higher Education Incentive for Occupations not requiring a Degree for Registration or Practice Purposes

The Higher Education Incentive is to reward health practitioners who have obtained a higher qualification in addition to the minimum required qualification. Some professions included in the Health Practitioner Agreement do not require a degree for registration or practice purposes. This makes setting guidelines for this policy extremely complex. These examples are provided for general guidance however specific cases may need to be assessed on their merits. The basic premise of this policy is to reward employees for obtaining relevant higher education qualifications that are additional to the current base qualification requirement.

- A Medical Laboratory Technician employed as a technician who has a Diploma of Biosciences from a Registered Training Organisation completes a Bachelor of Biomedical Science Degree. This employee can make application for recognition under this policy.
- A Biomedical Technician with an advanced Diploma in Electrical Engineering undertakes a Certificate IV in Occupational Health and Safety (through a Registered Training Organisation). This is not a Higher Education Qualification and therefore will **not** be eligible to make application under this policy for the Higher Education Incentive. For example if the Biomedical Technician with a Diploma in Electrical Engineering undertook a degree in Electrical Engineering this employee will qualify for recognition under this policy.

10 HISTORY

September 2008	Developed as a result of the certification of the Health Practitioners (Queensland Health) Certified Agreement (No.1) 2007.
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HIGHER EDUCATION INCENTIVE INCREMENT OR ALLOWANCE
HEALTH PRACTITIONERS (QUEENSLAND HEALTH) CERTIFIED AGREEMENT (No. 1) 2007
APPLICATION FOR RECOGNITION OF QUALIFICATION

NOTE: Health Practitioners employed at Levels HP1 to HP4 (inclusive) are eligible for the Higher Education Incentive in terms of clause 32. of the *Health Practitioners (Queensland Health) Certified Agreement (No.1) 2007*. To be eligible for the Higher Education Incentive entitlement under this clause, your credential must be:

- University based (unless otherwise specifically approved)
- Directly relevant to the skills and competencies that you use in carrying out the duties of your current position.

A change to a new position may mean the qualification is no longer applicable

EMPLOYEE ID								CREW ID							
Surname								Given Names							

CURRENT POSITION

Position ID		Position Title			
Dept /Location		Class/Level			
Employment Type	<input type="checkbox"/> Permanent Full-time	<input type="checkbox"/> Temporary Full-time	<input type="checkbox"/> Casual		
	<input type="checkbox"/> Permanent Part-time	<input type="checkbox"/> Temporary Part-time			

DETAILS OF LEVEL 1 QUALIFICATIONS

eg. Graduate Certificate, Graduate Diploma, OR a second degree relevant to the position.

Title of Qualification	University/Institution	Date Awarded
		/ /
		/ /

OR,

DETAILS OF LEVEL 2 QUALIFICATIONS

eg. Master or PhD recognised by Qld Health as relevant to the position.

Title of Qualification	Institution	Date Awarded
		/ /
		/ /

EMPLOYEE'S DECLARATION

I make this application for payment of the Higher Education Incentive under clause 32. of the *Health Practitioners (Queensland Health) Certified Agreement (No.1) 2007*

Signature		Date	/ /
Position Title		Phone Number	

Upon completion of this application, please send the form and a copy of your credential certified by a JP or Commissioner for Declarations, to your line supervisor. Payment of entitlement commences from date the written receipt of the application is received from the supervisor.

DETAILS OF PRIMARY CREDENTIAL

eg. Bachelor of Pharmacy

Title of Qualification	University/Institution	Date Awarded
		/ /
		/ /

SUPERVISOR'S RECOMMENDATION FOR PAYMENT

Approved Not Approved

I certify that the credential/qualification referred to in this application is relevant to the employee's current position in terms of clause 32. of the *Health Practitioners (Queensland Health) Certified Agreement (No.1) 2007*

Allowance Payable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 3.5% of HP2.7 or <input type="checkbox"/> 5.5% of HP2.7 <input type="checkbox"/> 3.5% of HP3.7 or <input type="checkbox"/> 5.5% of HP3.7	LATTICE codes can be different	
Advancement by one (1) pay point	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature		Date	/ /
Position Title		Phone Number	

PROFESSIONAL LEADER (IF APPLICABLE) RECOMMENDATION FOR PAYMENT

Approved Not Approved

I certify that the credential/qualification referred to in this application is relevant to the employee's current position in terms of clause 32. of the *Health Practitioners (Queensland Health) Certified Agreement (No.1) 2007*

Signature		Date	/ /
Position Title		Phone Number	

DELEGATE'S AUTHORISATION FOR PAYMENT

Approved Not Approved

I certify that the credential/qualification referred to in this application is relevant to the employee's current position in terms of clause 32. of the *Health Practitioners (Queensland Health) Certified Agreement (No.1) 2007*

Signature		Date	/ /
Position Title		Phone Number	

OFFICE USE ONLY			
Pay Period from which entitlement commences	/ /	Signature	
Payment processed	/ /	Signature	
Payment verified	/ /	Signature	

Note – Payment of entitlement commences from date of authorisation of the application. However, approved applications received between 3 January, 2008 and 3 July, 2008 (inclusive) are entitled to have the Higher Education Incentive Allowance back-paid to:

- (a) 1 September 2007, for qualifications obtained on or before 1 September 2007; or
- (b) the date that the qualification was obtained, for qualifications obtained between 1 September 2007 and 3 January 2008

This application **must** also be accompanied by a certified copy of the qualification being sought for recognition.

EMPLOYEE RECEIPT OF APPLICATION FOR HIGHER EDUCATION INCENTIVE

EMPLOYEE ID									CREW ID						
Surname								Given Names							
Position ID								Position Title							

SUPERVISOR / LINE MANAGER'S DETAILS

I certify that the above employee's *Application for Recognition of Qualification* has been received

Signature		Date	/ /
Position Title		Phone Number	

The receipt of the application does not indicate approval for the Higher Education Incentive