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**ACT Health**

# Professional Development Support for staff employed under the Health Professional Enterprise Agreement 2021/2022

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# Purpose

The purpose of this procedure is to outline a clear and consistent Professional Development (PD) Support process for eligible employees which aligns with Section N3 of the [ACT Public Sector Health Professional Enterprise Agreement 2021-2022](#) (Enterprise Agreement).

PD Support (Section N) applies to those employees who occupy a position that is classified as listed in Annex A of the Agreement:

- Dentist
- Health Professional
- Medical Imaging
- Medical Physics
- Perfusionist
- Pharmacist
- Radiation Therapist

and who

- have a minimum of 12 months continuous service (inclusive of service across ACT Public Service at any classification) and
- occupy a casual, temporary, or permanent position.

Eligibility for PD Support is also subject to meeting all other eligibility requirements at the time PD Support is applied for. These are outlined in this procedure.

**Note:** This procedure should be read in conjunction with Section N3 of the Enterprise Agreement. In the event of any inconsistency between this procedure and the Enterprise Agreement the Enterprise Agreement will prevail.

# Scope

This procedure applies to the following ACT Health Directorate (ACTHD) employees:

- staff employed under the [ACT Public Sector Health Professional Enterprise Agreement 2021-2022](#) and,
- staff responsible for managing, governing, or leading those employed under the [ACT Public Sector Health Professional Enterprise Agreement 2021-2022](#).

This procedure does not apply where staff are directed to attend an education or training activity, including mandatory training, as this is not the intent of PD Support.

## Roles and Responsibilities

Role	Responsibility
<i>Executives</i>	<ul style="list-style-type: none"> <li>• <i>Supporting eligible employees and their managers to be aware of their responsibilities in relation to this procedure</i></li> <li>• <i>Financial delegation</i></li> <li>• <i>Human resources (HR) delegation to approve where allocated</i></li> <li>• <i>Facilitating processing, monitoring, tracking, and quarterly reporting to the Office of the Chief Allied Health Officer on PD Support utilisation and activities of health professionals within their division</i></li> </ul>
<i>Managers</i>	<ul style="list-style-type: none"> <li>• <i>Inform eligible employees of their entitlement to PD Support</i></li> <li>• <i>Supporting eligible employees to be aware of their responsibilities in relation to this procedure</i></li> <li>• <i>Facilitating performance planning for employees</i></li> <li>• <i>Encouraging eligible employees to consider the full range of PD training and education supports available</i></li> <li>• <i>Assessing PD Support applications in accordance with this procedure</i></li> <li>• <i>HR delegation to approve where allocated</i></li> <li>• <i>Financial delegation where allocated</i></li> <li>• <i>Advising applicant of PD Support decision in a timely manner</i></li> <li>• <i>Monitoring and tracking PD Support activities of health professionals within their team on a quarterly basis</i></li> </ul>
<i>Profession Lead / Clinical Lead / Clinical Supervisor</i>	<ul style="list-style-type: none"> <li>• <i>If agreement cannot be reached between employee and manager/approver regarding relevance of the PD activity to the applicant's field of practice, advising the manager/delegate whether the PD activity is (or is not) considered reasonably relevant to the applicant's field of practice</i></li> </ul>
<i>Chief Allied Health Officer</i>	<ul style="list-style-type: none"> <li>• <i>Where an eligible employee does not have an available Profession Lead / Clinical Lead / Clinical Supervisor, advising the manager/delegate whether the PD activity is (or is not) considered reasonably relevant to the applicant's field of practice</i></li> <li>• <i>Annual reporting to the Chief Finance Officer and Director General on health professional PD Support utilisation</i></li> </ul>

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- *Engaging in the performance planning process, reflecting on areas for development, and ensuring they have a current Performance Plan in place*
- *Ensuring that mandatory training is up to date prior to applying for PD Support*
- *Considering the full range of PD training and education supports available and discussing with their line manager to determine which option(s) and priorities may best suit their individual circumstances*
- *Assessing their own PD Support eligibility; submitting the PD Support Application Form (Attachment 1) to their manager or delegate, including all requested information; maintaining a record of their PD Support; monitoring expenditure against their PD Support entitlement; and assessing financial PD Support balance prior to applying for PD Support*
- *If agreement cannot be reached between employee and manager regarding the relevance of the PD activity to the applicant's field of practice, seeking advice from their Profession Lead (or the Chief Allied Health Officer where appropriate)*
- *Funding via self-funding or seeking other funding sources (e.g. from the Divisional budget) to meet the gap between the PD Support payment and total cost of activity being funded*
- *Communicating promptly with their manager or delegate in relation to any requests for payment documentation*
- *Providing timely notice to their manager or delegate if they are subsequently unable to attend the funded activity.*

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*Committee*

- *Assessing PD Support applications in accordance with this procedure where agreement cannot be reached between the employee and Profession Lead / Clinical Lead / Clinical Supervisor or the Chief Allied Health Officer regarding relevance of the PD activity.*
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## Procedure

### Section 1: Background

ACT Government is committed to supporting employees to undertake PD training and education activities through a range of schemes e.g. PD Support (as outlined in this procedure), PD Leave, mandatory training (also known as essential education), Studies Assistance, Study Leave, grants, and scholarships.

Employees should first discuss PD activities with their line manager to determine which scheme(s) may best suit their individual circumstances. It is expected that discussion and agreement on plans and activities is part of the annual formal Performance Plan.

## Section 2: Eligibility criteria

In accordance with Section N, clause 3 of the Enterprise Agreement, funding support will be granted to an employee with a minimum of 12 months continuous service to undertake professional development training and educational activities subject to meeting the following criteria:

- (a) the PD activity is relevant to the employee's field of practice. Where relevance is disputed, the matter will be referred to the relevant Profession Lead\* and
- (b) operational requirements permit the absence of the employee and
- (c) the training or educational activities to be funded are relevant to the employee's professional development and the achievement of objectives as set out in the employee's Performance Plan and
- (d) the employee's mandatory training is up to date or will be at the time the professional development is to be undertaken.

\* Where a relevant Profession Lead is not available, employees should seek advice from a similar role that can provide profession specific advice. The ACTHD Office of the Chief Allied Health Officer may be able to assist with guidance.

If an application for PD Support does not meet all the above criteria at the time of application, the application will be deemed ineligible at that point in time. An employee may resubmit their application at a time that will ensure all criteria are met, for example when operational requirements will support the employee's absence, or mandatory training is completed.

## Section 3: Eligible expenditure

For ACTHD employees, eligible expenditure for PD Support includes but is not limited to fees and charges incurred and incidental to the employee undertaking the approved PD activity, including:

- course / conference registration / enrolment fees (including tertiary education)
- travel associated with a relevant PD activity
- accommodation associated with a relevant PD activity
- textbooks and professional trade journal subscriptions, including online access
- clinical supervision or profession specific supervision not provided by the employer

Items not eligible for PD Support funding include but are not limited to:

- professional registration or professional association membership fees
- professional indemnity insurance
- computers (including laptops), portable electronic devices, mobile phones, and similar information technology equipment

Where there are organisation specific mandatory training requirements, or an individual is directed to attend an identified training activity it is expected that costs are covered by the organisation.

### **Pooling / Sharing PD Support**

Eligible employees may elect to pool their individual PD Support funding to support a group PD activity. For example, it may be agreed by a group of eligible employees that they wish to apply to fund an external speaker to present to a whole department, Division, or profession rather than multiple individuals attending a course conducted by that speaker / organisation. If funding is to be pooled each employee must submit an individual PD Support application form that reflects the amount of funding the individual is applying for. Non-eligible employees may also attend the PD activity if the eligible employee(s) agree.

## **Section 4: General considerations**

### **Leave**

PD Support approved under Section N3 of the Enterprise Agreement is considered work related and therefore an application for leave is not required, however the [Travel for Official Purposes – Outside the ACT](#) procedure applies to all ACTHD employees undertaking official travel outside of the ACT, including for the purposes of training, education, study.

Professional Development Leave (PDL) is a different and separate entitlement for permanent employees as outlined in Section Q10 of the Enterprise Agreement. PDL does not change any PD Support entitlement or eligibility.

Where costs exceed the PD Support entitlement and funding is combined with a financial contribution from the individual and/or another source, employees will utilise PDL on a pro-rata basis for any proportion of time away from the workplace that is not covered by PD Support. Where time away from the workplace exceeds the PDL entitlement at Section Q10 managers may then consider using work hours for attendance. Personal and annual leave should not be used for this purpose.

### **Considerations for eligible employees and approvers**

Eligible employees will not be able to claim payment or cash-out their unused PD Support entitlement.

Employees are encouraged to share the learnings from PD activities accessed through the PD Support scheme with other members of their team and/or profession.


Where there are organisation specific mandatory training or education requirements, or an individual is directed to attend an identified training or education activity, the organisation should provide the necessary supports. PD Support as identified in Section N3 is not intended to be utilised for organisation specific training.

### **Considerations for optimising access**

Line areas and professional groups should consider ways to gain the maximum benefit for eligible employees undertaking PD activities. For example, it may be more cost effective to engage a speaker to deliver a PD activity to a group of staff both within and across Divisions / Directorates, than to fund individual employees to attend a PD activity, particularly where travel is required. PD activities such as webinars and online courses may also be cost effective.

## **Section 5: Administrative Process**

### **Assessing the PD Support application**

The manager or their delegate is responsible for reviewing and supporting applications, consistent with the criteria outlined at Section 2 of this procedure. The head of service will grant funding for PD Support or delegate this function. Delegation to approve funding is outlined in ACTHD Strategic Finance Branch  [Delegates empowered to Approve the Expenditure and Payment of Public Monies](#) and delegates may approve expenses for PD Support up to their delegation limit.

If the manager and employee disagree or are unsure whether the PD activity is relevant to the employee's field of practice, the employee may discuss the relevance of the PD activity with their Profession Lead or delegate. Based on the Profession Lead / delegate's advice, the manager must re-assess the relevance of the PD activity to the applicant's field of practice.

Where a manager declines an employee's request citing operational reasons, and the employee disagrees, the employee may request the manager review the decision and explore avenues to seek a resolution. In attempting to resolve this, steps taken could include referring to a Profession Lead or convening a committee to review the application. Committee membership will be determined based on the employee's profession, role / grade, and the division / branch / organisation in which they are employed.

In instances where there is still disagreement about the application, the provisions at G6 (under "Dispute Avoidance / Settlement Procedures") of the Agreement apply.

Where all avenues have been explored for resolving the issue, but the issue remains unresolved, under provisions outlined in Section I3 of the Enterprise Agreement, "Initiating a Review", employees may apply for a review.



Once an application has been reviewed and a decision made regarding approval or otherwise, the manager or delegate is then responsible for communicating the outcome and the reasoning for the decision, to the employee as soon as practicable.

### **Processing PD Support applications**

When an application has been approved by the appropriate delegate, the manager will contact the employee and confirm that their application is endorsed.

The manager or delegate will discuss with the employee how funding support is to be managed and will provide clear communication in writing as to any further information needed to facilitate the required payments.

### **Mandatory training**

For the purposes of PD Support, 'mandatory training' is taken to mean 'must complete'. Mandated essential education training or area/profession specific mandatory training activities are not subject to Section N3.

## **Section 6: Financial process**

The PD Support funds are based on a financial year and on a percentage of the employee's 'base rate of pay' for that period. Unless agreed by the head of service, eligible employees are entitled to receive funding equivalent to but not exceeding:

- 2% of their base rate of pay from 1 July 2021.

Such agreement will not be unreasonably withheld.

Refer to Attachment 2 for calculations against classification levels.

Any PD Support above the entitlement requires head of service approval.

Unused PD Support funding is not able to be carried over or accrued. There is no requirement to fully expend the PD Support entitlement. Where agreed, the entitlement may be combined with a contribution from the individual and/or another source to enable the activity to occur.

Each Division will have processes to enable processing, payment, monitoring, and reporting so that the Directorate can report on PD Support utilisation.

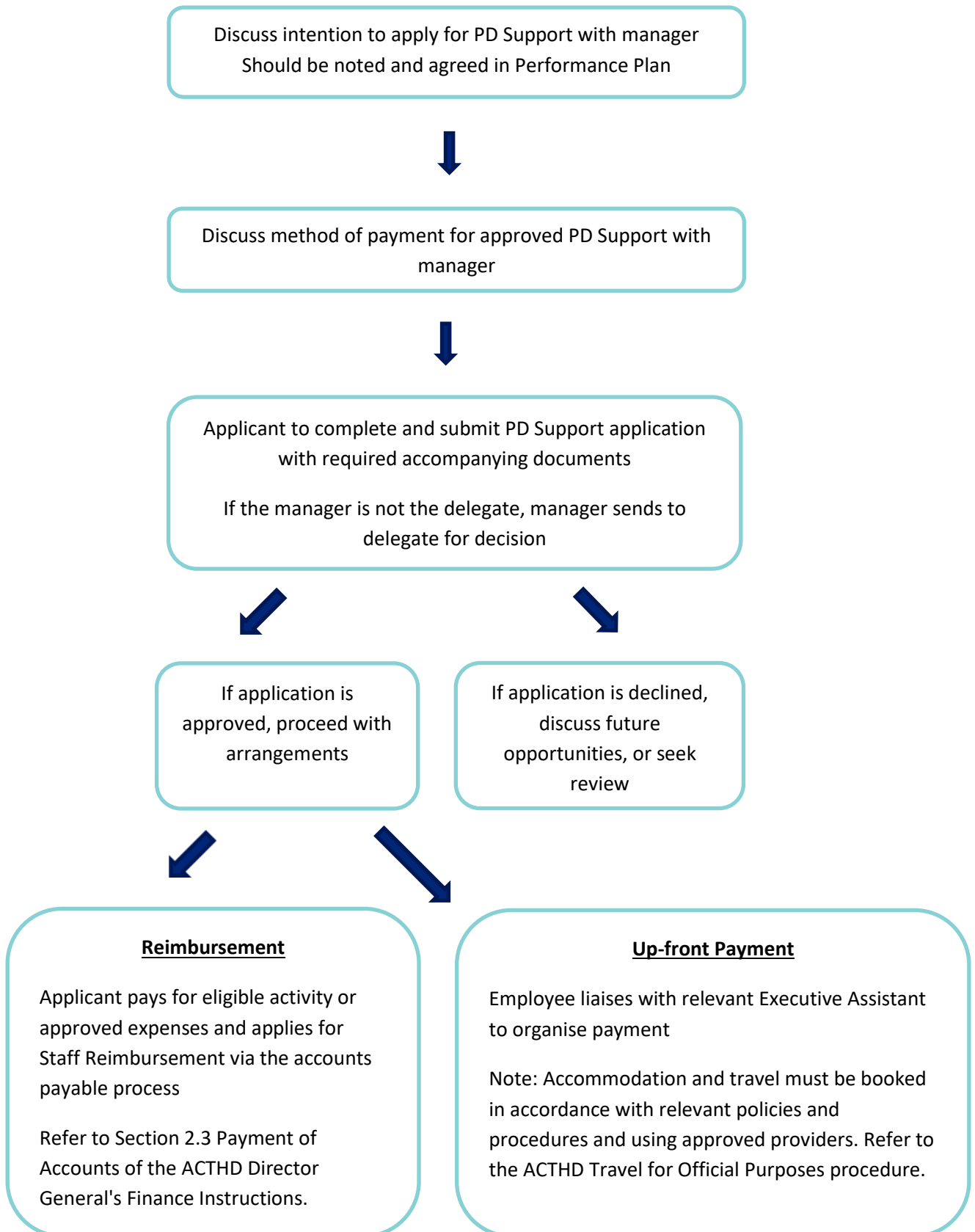
Payment for PD Support may be made by reimbursement or up-front payment and should be made in accordance with approved Directorate financial processes.

When PD Support payments are processed **Project Code 29615 - Health Professional PD Support** should be used, to enable tracking of funding utilisation.

The operational area will be responsible for monitoring and reporting PD Support and associated costs. Division Executives will be responsible for quarterly reporting on PD Support utilisation to the Office of the Chief Allied Health Officer. The Office of the Chief Allied Health Officer will report annually, at the end of each financial year, to the Chief Financial Officer and the Director-General on PD Support utilisation. Reporting will include the number of eligible ACTHD staff (eligible ACTHD staff are health professional classified staff who have been employed in any ACT Public Service (ACTPS) Directorate or Calvary Public Hospital Bruce for 12 months or longer), PD Support funds expended, and the number of approved and declined PD Support applications.

Individuals have a responsibility to maintain a record of their own PD Support funding and attach this to each application for PD Support.

# PD Support approval and claim flowchart



# Records management

Divisions are responsible for processing their employee's PD Support applications. Divisions will maintain a record of applications and total payments each quarter, and report to the Office of the Chief Allied Health Officer. Directorate reporting systems will be shared to provide a consistent record of utilisation of the PD Support.

Records will be kept in accordance with *ACT Territory Records Act 2002* requirements, using an approved ACT Public Service records management system (e.g. Objective, Human Resource Information Management System (HRIMS)).

## Implementation

The Office of the Chief Allied Health Officer, in collaboration with People, Strategy and Culture, will:

- provide support and advice to eligible employees, and the managers/ delegates of eligible employees to guide the implementation and use of PD Support,
- monitor issues and variance from procedure and inform potential improvements to the process,
- collate the total amount of PD Support funds, the number of approved and declined applications submitted each financial year (based on data provided by each relevant Division) and
- monitor the number of PD Support applications referred to a committee when agreement is not reached between the employee and manager/Profession Lead regarding the relevance of the PD activity.

## References and related documents

### References

- *Health Professionals Enterprise Agreement 2021-2022*

### Legislation

- *Public Sector Management Act 1994*
- *Financial Management Act 1996*
- *Territory Records Act 2002*
- *Fair Work Act 2009*

## Supporting documents

- *ACT Public Service Core Learning Policy*
- *ACT Public Service Learning Strategy*
- *ACT Public Service Performance Framework Policy*
- *ACT Public Service Performance Framework Guidance Statement*
- *ACTHD template for recording PD Support*
- *ACTHD - Delegates empowered to Approve the Expenditure and Payment of Public Monies*
- *ACTHD - Travel for Official Purposes – Outside the ACT Procedure*

## References

- *Government of South Australia, SA Health Allied Health Professionals + Professional Development Reimbursement Program Policy Directive, version no. V10, June 2018*
- *Northern Territory Government, Office of the Commissioner for Public Employment, Professional Development Allowance Guidelines, January 2014*
- *Canberra Health Services 'Professional Development Support for Health Professionals' Procedure (CHS20/326)*
- *ACT Health Directorate 'Travel for Official Purposes – Outside the ACT' Procedure (AHDPD-39:2020)*
- *ACT Health Directorate 'Essential Education' Policy (DGD15-002)*
- *ACT Health Directorate 'Studies Assistance' Guideline (Draft)*

## Search terms

Professional development, PD, PD Support, CPD, allied health, allied health professionals, health professional, health professionals, HP support, AHP support, AHP, AH, HPs, HP, Enterprise Agreement, clause N3, clause N, Section N3, training, education, study

## Version control

Version	Date	Comments
1	March 2021	Draft created
1.1	November 2021	Minor amendment to indicate reporting requirements
2.0	May 2023	Document review

**Disclaimer:** *This document has been developed by the ACT Health Directorate specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at his or her own risk and the ACT Health Directorate assumes no responsibility whatsoever.*

# Attachments

## ATTACHMENT 1: ACTHD HP PD Support Application Form

This form must be submitted to managers by eligible employees requesting Professional Development (PD) Support, in keeping with Section N3 of the *ACT Public Sector Health Professional Enterprise Agreement 2021-2022*. This form must be accompanied by the employee's PD Support record (including expenditure against PD Support entitlement) and any other forms required to undertake the requested PD activity.

### Applicant Details

Name: Full name                      AGS / Staff ID Number:                      HP Classification:

Employment Status: select                      If part-time, please specify Full Time Equivalent (FTE) (e.g. 0.6 FTE = 3 standard days):

Length of Service in ACTPS:                      Contract Type: select

### Request for PD Support (Applicant to complete and attach supporting documents)

Activity: Please provide name of course/ conference, location, and date/s. Please also note if you are pooling funding and name other applicants

PD Support funding being requested:  Note: Funding entitlement is based on a financial year, and on a percentage (determined via FTE) of the employee's base rate of pay.	Funding category	Yes/No	Amount
	COURSE / CONFERENCE REGISTRATION / ENROLMENT FEES	select	\$0.00
	ACCOMMODATION	select	\$0.00
	TRAVEL	select	\$0.00
	OTHER:	select	\$0.00
<b>Total proposed cost</b>			<b>\$ 0.00</b>

Within the current financial year, have you received funding as part of your PD Support entitlement?                      select                      \$0.00

Describe how this activity supports your professional development in your field of practice and/or learning objectives in your Performance Plan.

Declaration by the Applicant: I confirm I meet all PD Support eligibility requirements for the PD activity outlined in the PD Support Procedure. I will ensure funding is available (via self-funding or other sources) to make up any difference between the total costs of the PD activity and the amount provided by PD Support.

Applicant name: Full name

Position title:

Signature:

Date:

**PD Support eligibility (manager to complete)**

Applicant occupies a position with an eligible classification	select
Applicant has a minimum of 12 months of continuous service	select
PD activity is relevant to applicant's field of practice*	select
Operational requirements permit the applicant's absence	select
The PD activity is relevant to the applicant's professional development and the achievement of objectives as set out in the applicant's Performance Plan	select
Applicant's mandatory training is up to date or will be at the time the PD activity occurs	select
Applicant may be released from work for the duration of the requested training	select

**Relevance of PD activity to applicant's field of practice and objectives listed in Performance Plan**

\* If the manager is unable to decide whether the PD activity is relevant to the applicant's field of practice, or to the achievement of objectives listed in their Performance Plan, they should discuss the relevance of the PD activity with the applicant's Profession Lead/ delegate.

If required: Profession Lead / Delegate's advice:

Manager name:

Profession:

Signature:

Date:

**Recommendation to provide PD Support (manager to complete)**

**PD SUPPORT FUNDING APPROVED**

<b>Funding category</b>	<b>Approved?</b>	<b>Amount</b>
Registration fees	select	\$0.00
Travel	select	\$0.00
Accommodation	select	\$0.00
Other (please specify):	select	\$0.00
<b>TOTAL</b>		<b>\$ 0.00</b>

Maximum remaining PD Support entitlement available for applicant within the current financial year (2% from 1/7/2021): Please specify

Does total funding approved fall within the maximum available to the applicant within the current financial year? select



Declaration by the Manager

I certify that the applicant meets all required PD Support eligibility criteria for the PD activity outlined above

OR

I do not support the applicant's request for PD Support for the following reason/s:

Manager name:	Position title:
Signature:	Date:
<b>Delegate Approval*</b>	
Delegate name:	Position title:
Signature:	Date:

\* Where the applicant's Manager does not have delegation to approve PD Support delegate approval must be sought. The - Director-General Financial Authorisations (Expenditure and Payment Authorisations) identifies which delegates can approve PD Support. If the Manager is also the relevant delegate, they must complete the "Recommendation to provide PD Support" AND the "Delegate Approval".

## ATTACHMENT 2: PD Support calculations

**Note:** Support funding should be calculated per financial year on a percentage of the employee's 'base rate of pay'.

Health Professional Classification			Pharmacist Classification		
Classification	Base rate of pay	1.7.2021 onwards (2%)		Base rate of pay	1.7.2021 onwards (2%)
HP 2.1	\$70,697	\$1,413.94	PH 1.3	\$75,227	\$1,504.54
HP 2.2	\$75,227	\$1,504.54	PH 1.4	\$80,303	\$1,606.06
HP 2.3	\$80,303	\$1,606.06	PH 1.5	\$84,452	\$1,689.04
HP 2.4	\$84,452	\$1,689.04	PH 1.6	\$86,842	\$1,736.84
HP 2.5	\$86,842	\$1,736.84	PH 2.3	\$83,837	\$1,676.74
HP 2.6	\$89,340	\$1,786.80	PH 2.4	\$88,171	\$1,763.42
HP 2.7	\$91,680	\$1,833.60	PH 2.5	\$90,671	\$1,813.42
HP 2.8	\$94,189	\$1,883.78	PH 2.6	\$93,282	\$1,865.64
HP 2.9	\$97,028	\$1,940.56	PH 2.7	\$95,731	\$1,914.62
HP 3.1	\$99,819	\$1,996.38	PH 2.8	\$98,351	\$1,967.02
HP 3.2	\$102,205	\$2,044.10	PH 2.9	\$101,321	\$2,026.42
HP 3.3	\$105,180	\$2,103.60	PH 3.1	\$109,197	\$2,183.94
HP 3.4	<i>discontinued</i>		PH 3.2	\$111,750	\$2,235.00
HP 3.5	\$110,398	\$2,207.96	PH 3.3	\$115,073	\$2,301.46
HP 4.1	\$114,928	\$2,298.56	PH 3.5	\$118,081	\$2,361.62
HP 4.2	\$123,710	\$2,474.20	PH 4.1	\$121,747	\$2,434.94
HP 5.1	\$135,355	\$2,707.10	PH 4.2	\$131,067	\$2,621.34
HP 5.2	\$142,352	\$2,847.04	PH 5.1	\$135,355	\$2,707.10
HP 5.3	\$152,377	\$3,047.54	PH 5.2	\$142,352	\$2,847.04
HP 6.1	\$157,201	\$3,144.02	PH 5.3	\$152,377	\$3,047.54
			PH 6.1	\$168,863	\$3,377.26