DA General Policy & Procedure Manual

Awards and Prizes

Branch Continuing Professional Development (CPD) Grants Policy

# RATIONALE AND PURPOSE of award

Continuing professional development is an essential component of maintaining the APD credential and to maintain high quality practice amongst members. Dietitians Australia offers a broad range of CPD events to support this. CPD Grants are one way Dietitians Australia can provide financial support to members in a way that encourages them to engage fully in professional development and share what they have learned with others.

This policy is designed to support member attendance at professional development events. Grants are to be prioritised for those attending Dietitians Australia run events. Grants to attend international events (held outside Australia) will be offered nationally through the [LEAP Grant](https://member.dietitiansaustralia.org.au/Portal/Portal/Content/About/awards-grants-prizes.aspx?hkey=3f75fa13-b16a-45df-a38c-078db439b6a2#grants) only and approved by the Board.

# Grant Funding

1. The Grant is designed to support a CPD opportunity within the financial year period (1 July- 30 June) of the allocated grant. A limited number of CPD grants will be approved for each financial year period
2. Each branch will be allocated $2000 per financial year (excluding GST) to provide CPD grants, split into rounds of $1000 each. Funds leftover from the first round will be rolled over to the second round
3. At least one grant per financial year should specifically be allocated for rural or remote members where applicable
4. No individual grant will exceed $1000
5. The purpose and maximum value of grants will be specifically prescribed

# Selection criteria

Applicants must satisfy the following criteria:

1. Must be a Full Dietitians Australia member and an APD if eligible (students not eligible)
2. Applications for grants should be linked to the member’s CPD plans and goals
3. Only members of that Branch are eligible to apply i.e. NSW Branch members can not apply for VIC Branch Grants
4. Must have attempted or are unable to secure greater than 50% funding from other sources
5. Grants previously awarded to recipients by Dietitians Australia will be taken into consideration in the assessment criteria

# application process

1. There are two rounds of grants on offer:
**Round 1:** Applications open 30 September 2022 and close 31 October 2022
**Round 2:** Applications open 3 April 2023 and closes 1 May 2023
2. Applications must be submitted on the official application form (refer page 3)
3. Applications must be in electronic form and in Word format for the preparation of reports.
4. Save this document in a different name: that of the person applying and the year
(eg: JONES\_Mary –2022 Branch CPD Grant Application)
5. Applications must address the selection criteria
6. Add electronic signature where available. Where not available, a signed copy will need to be scanned and emailed to the Awards Secretariat with the application submission

Application documentation as outlined above is to be submitted to the Awards Secretariat awards@dietitiansaustralia.org.au by the closing date stated above.

**Late applications will not be accepted.**

# method of selection

1. Each grant will have clear selection criteria in keeping with the principles of the policy, and a transparent selection process. Members of selection panels must declare any conflict of interest and be guided by the [Dietitians Australia Conflict of Interest Management Policy](https://dietitiansaustralia.org.au/about-us/corporate-documents/conflict-interest-management-policy)
2. Assessment of applications will be managed by the Marketing and Communications Team shall include the ranking system found at in the Assessment Criteria (Appendix 2)
3. A record must be maintained and forwarded to the Dietitians Australia National Office of the rationale for grant selection decisions
4. Priority should be given to members who:
	1. identify as Aboriginal or Torres Strait Islander
	2. have less chance of accessing CPD events due to funding, such as less experienced members of the profession
	3. are undertaking CPD related to Aboriginal or Torres Strait Islander nutrition/issues
	4. are presenting a paper or workshop
5. CPD Grant recipients will be notified via email by the Awards Secretariat of the application outcome
6. Names of grant recipients will be noted in the Annual Report

# grant conditions

1. Grants will only be paid on presentation of receipts for event registration
2. Any member supported to attend any event is expected to provide feedback to other members via an appropriate forum eg. Share Plate

## Appendixes

1. Application form
2. Criteria for assessment of CPD grant applications

# Appendix 1: Enter Branch Name Branch CPD Grant Application Form

**Applicant eligibility**

Please confirm your eligibility by declaring you (all boxes must be checked)

[ ]  Are a member of Dietitians Australia and an APD (students are not eligible)

[ ]  Are a member of this Branch

[ ]  Have attended or are going to attend the event applied for within the same financial year of the advertised grant (before June 30)

**Applicant details**

Name:

Dietitians Australia Member Number: Branch Membership: Choose an item.

Workplace: Position:

Workplace Address:

Email:

How did you hear about this grant?

[ ]  Share Plate

[ ]  Dietitians Australia Weekly Newsletter

[ ]  Social Media, for example, Facebook

[ ]  Other, please specify:

……………………………………………………………………………………………………………………………………………………

**Applicant information**

1. According to the Australian Statistical Geography Standard (ASGS) – Remoteness Areas classification,
do you work in a Remote or Regional Area? (This can be determined using the [Health Workforce Locator](https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator/health-workforce-locator))

[ ]  No [ ]  Yes (please specify below)

[ ]  Inner Regional (RA 2)

[ ]  Outer Regional (RA 3)

[ ]  Remote Australia (RA 4)

[ ]  Very Remote Australia (RA 5)

1. Do you identify as Aboriginal or Torres Strait Islander?

[ ]  Yes [ ]  No [ ]  Prefer not to say

1. Have you received a Branch CPD Grant within the last 3 years?

[ ]  No [ ]  Yes (please provide details below)

1. Have you received any other funding from Dietitians Australia within the last 3 years?

[ ]  No [ ]  Yes (please provide details below)

**CPD event details**

Name of event:

Date of event: Click or tap to enter a date.

Location of event:

Cost of event registration: $

Other costs associated with attendance (please specify): $

How much funding are you seeking? $

**Further event information**

1. Who is the organiser of the event?

[ ]  Dietitians Australia [ ]  Other (please specify)

1. Please specify the nature of your attendance at the event:

[ ]  Delegate/Attendee [ ]  Presenter (oral, poster, seminar or workshop)

If you have presented or are presenting, what are you presenting on?

1. Did you or are you receiving financial support from your workplace or an alternate source to attend this event?

[ ]  No [ ]  Yes (please specify how much) $

1. How have you contributed (formally or informally) to Dietitians Australian in the last 5 years?
Please include any Branch volunteering, other Dietitians Australia volunteering, student representative responsibilities etc?

1. What is your learning goal that this event supports?

1. Why should Dietitians Australia support your attendance at this event? (50 words or less)

Additional Comments

# Appendix 2: CPD GRANT APPLICATION Assessment Criteria

*To be used in conjunction with the Dietitians Australia Branch CPD Grants policy and completed by the Marketing and Communications team members assessing applications.*

Assessor name:

Name of applicant:

Course applying for:

Amount applying for:

Eligibility of applicant (all must be checked):

[ ]  Is a member of Dietitians Australia and an APD

[ ]  Is a member of this Branch

[ ]  Is applying for an event that is held within the same financial year as the grant (before 30 June)

|  |  |
| --- | --- |
| Criteria (number aligns to question number in application) | Score |
| Is the applicant currently working in a remote or regional area? | No (0 points)Yes – Inner/Outer Regional (1 point)Yes – Remote (2 points)Yes – Very Remote (3 points) |  |
| Does the applicant identify as Aboriginal or Torres Strait Islander? | No (0 points)Yes (2 points) |  |
| Has the applicant received a Dietitians Australia Branch CPD Grant in the past 3 years? | Yes (0 points)No (1 point) |  |
| Has the applicant received any other funding from Dietitians Australia in the past 3 years? | Yes (0 points)No (1 points) |  |
| Is the applicant applying for a CPD grant to support attendance at a Dietitians Australia event? | No (score 0)Yes (score 2) |  |
| What is the nature of the attendance? | Delegate/Attendant only (0 points)Presenter (2 points) |  |
| Is the applicant receiving financial support from their workplace or alternate source? | Sponsored for >50% of cost (0 points)Sponsored for <50% of cost (1 point)No sponsorship (2 points) |  |
| Has the applicant previously volunteered for Branch or other Dietitians Australia activities? | No (0 points)Yes, current member of Branch Leadership Committee (1 point)Yes, past member of Branch Leadership Committee (1 point)Yes, other volunteer (1 point) |  |
| `Does attending this event align with the applicant’s learning goals? | No (0 points)Yes (2 point) |  |
| Rating of answer to why Dietitians Australia should support their attendance at the event. | Rate 0 – 3 (0 = didn’t answer the question; 3 = very strong answer) |  |
| TOTAL SCORE |  |