



(1) Workforce capability



(2) Workforce capacity



(3) Performance culture

Qualification allowance application process

This document will assist you in applying for the qualification allowance. It is the responsibility of the applicant to ensure that all information and supporting documents have been provided. Failure to provide supporting documents or follow the correct process will delay your application being assessed.

Please be aware that Honours programs and vocational level courses are not eligible for a qualification allowance. All qualifications obtained overseas will need to be mapped and aligned with the Australian Qualification Framework (AQF). For more information about to the AQF please visit www.aqf.edu.au.

Employee process

1. Download electronic K5 form from [Health Support Service \(HSS\) portal](#) or [Qualifications allowance website](#) under the “Resources for application for Qualification Allowance” section.
2. Complete all sections of the K5 form electronically
3. Attach all relevant supporting documents to K5 form including a copy of:
 - base qualification certificate (testamur)
 - postgraduate certificate (testamur)
 - postgraduate academic transcript
 - name change document or marriage certificate (if applicable)
4. Send K5 and supporting documents to your Director of Nursing/Midwifery or delegated authority via email.

Checklist

The following documents need to be included in your application. They do not need to be certified.

- electronic copy of completed K5 (signed/dated by DON/M)
- copy of certificate / testamur of base (initial) qualification
- copy of certificate / testamur of postgraduate qualification
- copy of academic transcript for postgraduate qualification
- change of name documents or marriage certificate (if applicable)
- (optional) cover letter (provide other relevant information for application)
- (optional) other relevant information (hours of course duration, course outline etc)

Director of Nursing/Midwifery (DON/M) or delegated authority process

DON/M or delegated authority to check to see if the qualification is on the qualification approved list which can be found on the [Qualifications allowance website](#). Proceed to complete Section G of the K5 form.

If the qualification is on the approved list and is relevant to the applicant's current role/position, the DON/M or delegated authority can approve and forward to HSS for action via HCN.Payroll@health.wa.gov.au. The DON/M or delegated authority is requested to notify applicant of outcome.

If the DON/M or delegated authority **does not** approve the application due to lack of relevance of current position or role; the qualification allowance application must be sent to the Independent Review Panel (IRP) via QRP@health.wa.gov.au for review. The DON/M is to notify employee of this decision.

If the qualification is not on the approved list, the DON/M or delegated authority is to forward the application to IRP for review via QRP@health.wa.gov.au. The DON/M is to notify employee of this decision.

Independent Review Panel

The Independent Review Panel (IRP) will review qualification allowance applications in accordance with the [WA Health System – Australian Nursing Federation – Registered Nurses, Midwives, Enrolled \(Mental Health\) and Enrolled \(Mothercraft\) Nurses – Industrial Agreement 2020 \(PDF 2MB\)](#).

Only electronic K5 forms will be accepted. All forms are to be received through the qualification allowance email inbox, QRP@health.wa.gov.au. Posted, facsimile and hand written applications will not be accepted.

The IRP meet quarterly. The meeting dates are available on the Chief Nursing and Midwifery Office [website](#). The IRP consists of representatives from:

- the Chief Nursing and Midwifery Office - Chief Nursing and Midwifery Officer or proxy
- WA Health System-Wide Industrial Relations
- Australian Nursing Federation, WA Branch

Incomplete applications will not be reviewed by the IRP. This includes applications that are missing supporting documents and / or incomplete K5 forms.

Outcome

All correspondence regarding the outcome of the IRP will be issued to the health sites via the DON/M or delegated authority and the applicant within 14 working days of the meeting.

Successful applications: the Chief Nursing and Midwifery Office will electronically send back the approved K5 form and notification letter to the health site (DON/M) and the applicant. It is the responsibility of the health site to forward the K5 form to HSS for action.

Unsuccessful applications: the Chief Nursing and Midwifery Office will electronically send back the not approved K5 form and notification letter to the health site (DON/M) and the applicant..

Appeal

Should unsuccessful applicants wish to appeal the decision, this can be done by requesting an appeal from the IRP. The applicant must provide additional evidence to support the claim. Applicants can only make one appeal application. The decision of the IRP is final.

Contact information

For all queries regarding the qualification allowance please call (08) 6373 2272, email QRP@health.wa.gov.au or visit the [Chief Nursing and Midwifery website](#).

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