



Qualification Allowance Application Process

This document is to assist applicants with the qualification allowance process.

A qualification allowance is payable to full time and part time WA Health Registered Nurses and Midwives who hold or acquire a relevant qualification as defined under **clause 22** of the [WA Health System – Australian Nursing Federation – Registered Nurses, Midwives, Enrolled \(Mental Health\) and Enrolled \(Mothercraft\) Nurses – Industrial Agreement 2022](#). This qualification must be in addition to an employee's initial nursing or midwifery qualification, and relevant to their current area of practice, position, or role.

It is the responsibility of the registered nurse or midwife to ensure all information and supporting documentation has been provided. Failure to provide accurate information, supporting documentation and/or follow the correct process will delay the assessment of an application.

All qualifications obtained overseas need to be mapped and aligned with the Australian Qualification Framework (AQF). For more information about the AQF please visit www.aqf.edu.au.

Employee process

1. Download electronic ANF Qualification Allowance form (K5) from [HealthPoint portal](#) or [Qualifications Allowance website](#) under the “Resources for Qualification Allowance” section.
2. Complete all sections of the K5 electronically.
3. Attach all relevant supporting documentation to the K5 under section E ‘Supporting Documentation’.
4. Send completed K5 and supporting documentation to Director of Nursing/Midwifery (DON/M) or delegated authority via email.

Checklist for initial applications

The following documents need to be included in all initial applications. Documents must be official copies; however, they do not need to be certified.

- electronic copy of completed ANF Qualification Allowance form (K5) signed/dated by DON/M
- base (initial) qualification certificate / testamur
- postgraduate qualification certificate / testamur
- postgraduate qualification academic transcript
- change of name documents or marriage certificate (if applicable)



Checklist for Appeal applications

The following documents need to be included in all appeal applications. Documents must be official copies; however, they do not need to be certified.

- Qualification Allowance Appeal Application Form
- previously submitted ANF Qualification Allowance form (K5) and supporting documents
- any additional relevant documents to support your claim (this may include cover letter, transcripts and outlines of programs attended, course completion certificates, and current Job Description Form)

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

1. Assess applicant's K5 and determine if the qualification attained by the nurse or midwife meets the requirements of **clause 22** and is relevant to current practice, position or role.
2. The Qualification Allowance Approved List ('list') can be used as a reference point. This can be accessed on the [Qualifications Allowance website](#).*
3. Complete Section G of the K5 and provide comments, as necessary.
4. If the qualification is approved, forward the K5 to HSS to process via HSS Payroll General Queries at HSS.PayrollQ@health.wa.gov.au.
5. DON/M or delegated authority notifies applicant of outcome.
6. If the qualification does not meet the requirements of **clause 22** and/or is not relevant to the nurse or midwife's current practice, position of role, forward the application to the Chief Nursing and Midwifery (CNM) Office at CNO-QAfC@health.wa.gov.au for review.
7. DON/M or delegated authority notifies applicant of this decision.

Please note only electronic K5 forms will be accepted.

Posted, facsimile and handwritten applications will not be accepted.

***The Qualifications Allowance Approved List ('list') is a reference point only and applications can be assessed without referring to the list.**

Chief Nursing and Midwifery Office process

The Chief Nursing and Midwifery (CNM) Office will review qualification allowance applications sent by DON/M or delegated authority to CNO-QAfC@health.wa.gov.au.

- If the qualification meets the requirements of **clause 22**, the Chief Nursing and Midwifery Officer (CNMO) or proxy will forward the K5 to the DON/M or delegated authority for approval at the health site with recommended level of payment.
 - DON/M or delegated authority forwards the approved K5 to HSS Payroll General Queries at HSS.PayrollQ@health.wa.gov.au to process.



- DON/M or delegated authority notifies applicant of the outcome.
- If the qualification does not meet the requirements of **clause 22**, the CNMO or proxy will forward the application to the Independent Review Panel (IRP) and inform the DON/M or delegated authority of this outcome.
 - DON/M or delegated authority notifies applicant of this decision.

Independent Review Panel (IRP)

The IRP meets quarterly and consists of representatives from:

- the CNM Office - CNMO or proxy
- WA Health Systemwide Industrial Relations
- WA Australian Nursing Federation (ANF)

At each meeting, the IRP

- considers qualification allowance applications unable to be approved at the health site level
- considers application appeals submitted by the nurse or midwife
- reviews qualification allowance applications in accordance with the following:
 - **clause 22** of the WA Health System – Australian Nursing Federation – Registered Nurses, Midwives, Enrolled (Mental Health) and Enrolled (Mothercraft) Nurses – Industrial Agreement 2022
 - relevance to current practice, position, or role
 - ANF Qualification Allowance form (K5)
 - supporting information provided by the applicant.

Incomplete applications will not be reviewed. This includes applications missing supporting documents and / or incomplete K5 forms.

IRP meeting dates are available on the [Qualifications Allowance website](#).

Independent Review Panel (IRP) Outcome

All correspondence regarding IRP outcomes will be issued via the CNM Office within fourteen (14) business days following an IRP meeting.

Successful applications

The CNM Office will email the 'approved' K5 and IRP outcome notification letter to the DON/M or delegate. It is the responsibility of the DON/M or delegate to notify the applicant of the outcome and forward the approved K5 to HSS Payroll General Queries at HSS.PayrollQ@health.wa.gov.au to process.



Unsuccessful applications

The CNM Office will email the 'not approved' K5 and IRP outcome notification letter to the DON/M or delegate. It is the responsibility of the DON/M or delegate to notify the applicant of the outcome.

Appeal

Unsuccessful applicants can appeal the IRP decision. This must be completed within 30 days of DON/M or delegate receiving IRP outcome notification.

Applicants must complete the Qualification Allowance Appeal Application Form and submit this to the IRP via CNO-QAfC@health.wa.gov.au. Applicants must provide additional evidence as detailed in the Qualification Allowance Appeal Application Form.

Applicants can only make one appeal application.

The decision of the IRP is final.

Contact information

For all queries regarding the qualification allowance please email CNO-QAfC@health.wa.gov.au or visit the [Qualifications Allowance website](#).