

Study, Education and Research Trust Account (SERTA)

GUIDELINES Further and Higher Education Grant

Contact Information

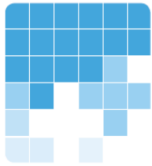
The Secretariat

Study, Education and Research Trust Account
Gold Coast University Hospital,
Research Unit, E (PED) Block, Level 2, 1 Hospital Boulevard, Southport
t. 07 5687 0663
e. GCSERTA@health.qld.gov.au

Claiming Approved Funds

e. GCFOExec2@health.qld.gov.au (Subject line: SERTA)





The Study, Education and Research Trust Account Committee

The Study, Education and Research Trust Account (SERTA) provides funding for research, education and professional development activities and is available to all Gold Coast Hospital and Health (GCHHS) employees where the activity is applicable to the applicants work area and is consistent with GCHHS strategic goals.

The SERTA Committee is administered as per the Health Service Directive: *Private Practice in the Queensland Public Sector* and reports to the *GCHHS Private Practice Governance Committee*.

This document will outline and clarify Application Guidelines and the financial aspects related to SERTA including allowable reimbursements and how to claim approved SERTA monies.

This guideline pertains to **Category 2 – Further and Higher Education Grants** and applies to employees seeking financial support for Further and Higher Education purposes.

Other Categories SERTA will consider for funding: -

1. **Category 1: Conferences / Workshops / Short Courses**
(a copy of the [guidelines](#) for this category are available online)

Category 3: Journal Publications

(a copy of the [guidelines](#) for this category are available online)

Category 4: Research Grants

- Small Research Project Grants
(for further information GCSERTA@health.qld.gov.au)
- Partnership Engagement Grants
(for further information GCSERTA@health.qld.gov.au)
- Collaborative Research Grant Scheme
(for further information grantsgoldcoast@health.qld.gov.au)

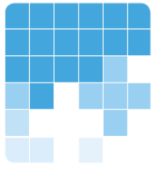
Guidelines - Category 2 – Further and Higher Education

The Further and Higher Education stipend aims to assist Gold Coast Hospital and Health employees seeking to engage in further education as part of their career development.

The course of study should :-

- be relevant to their role
- has the potential to lead to a qualification
- provides a pathway to a specific goal
- will build workforce capability
- provide benefits towards their discipline, work area and the HHS.





The course of study should be an accredited/formal course of study through a recognised educational institution or registered training organisation.

SERTA will offer ten (10) stipends per annum to a maximum of \$5,000 each towards completion of a course of study/qualification (including single subjects which have the potential to lead to a more substantive certificate.)

A call for Expressions of Interest (EOI) will occur across two funding rounds per year. At the opening of each round, the EOI, including supporting documentation must be submitted online via the [SmartyGrants](#) platform and by selecting the Further and Higher Education program.

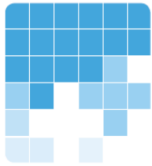
The EOI must be received on or before the closing date to be eligible for review by the Committee. Late submissions will not be accepted. For any questions in regards to the process or for further information contact GCSERTA@health.qld.gov.au.

The EOI will be reviewed confidentially by the SERTA Committee and Chair; giving consideration to the relevance of the course of study to the applicant’s role, the benefits toward the discipline and alignment with strategic objectives and funding requirements. Expressions of Interest which the Committee agrees meet the required criteria, may be invited to provide further information in relation to their chosen course of study as part of the review and approval process.

The Committee’s final decision will be communicated to applicants in writing within 10 working days.

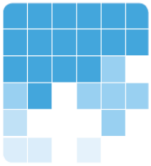
Eligibility	<p>The applicant must hold a GCHHS appointment which is at least 0.5 FTE, and is either a permanent appointment, or temporary appointment of over 12 months. The work history of the applicant and employment contract terms, continual with the duration of the course of study, will also be considered.</p> <p>Funding for permanent or temporary employees whose engagement is intended to cover the period of assistance shall be provided on the basis that: -</p> <ul style="list-style-type: none"> • The course, subject, module or program of study has not previously been undertaken. • The employees service is satisfactory • The employee undertakes to pursue the course diligently to successful completion. <p>The Further and Higher Education Grant is not open to casual employees or trainees.</p> <p>Where an applicant has previously been awarded SERTA funding in this or any other SERTA category; reports and other mandatory requirements pertaining to that funding must have been provided to the SERTA Committee.</p>
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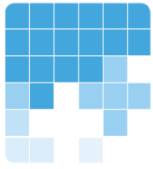
Number	<p>Successful applicants are entitled to one application per financial year in this category.</p> <p>Successful applicants are entitled to only one application toward a nominated course of study, irrespective of the financial year.</p>
Scope	<p>Retrospective applications will not be considered.</p> <p>SERTA will provide funding towards tuition fees, and other directly related fees including FEE HELP (details of FEE HELP arrangements will need to be provided).</p> <p>SERTA funding does not cover the costs of: -</p> <ul style="list-style-type: none">○ Membership fees for professional associations.○ Textbooks, handbooks, periodicals.○ Costs toward an applicant repeating a subject.○ Travel expenses, field trips, laboratory fees etc. <i>(travel and accommodation if required will need to be funded by the applicant or work department, as approved by the manager)</i> <p>Available funding towards an accredited/formal course of study through a recognised educational institution is capped at a maximum of \$5,000.00 per elected course of study.</p> <p>Applicants in occupational streams that have access to a Professional Development Allowance, (PDA) will be required to utilise any PDA balance as part of the SERTA Further and Higher Education grant. A 'Use of PDA' form will require completion by all applicants including those who do not receive a PDA.</p> <p>Non-recurrent funding must be expended in the financial year of approval unless otherwise approved. The Expression of Interest form must state clearly if a course overlaps a financial year and payments are staged.</p> <p>Grants are not transferrable.</p>
Criteria	<p>The applicant's Line Manager and Director have determined the application and course of study is consistent with the applicant's performance goals; the skills and knowledge attained through the course of study is of relevance to the employee's current or changing role and will provide direct benefit to the applicant's work area and the HHS</p> <p>Alignment to the Strategic Goals of the GCHHS:- <i>access, attract, retain and invest in a high-performing, diverse workforce to ensure our capacity and capability to provide world-class healthcare.</i></p> <p>The applicant must declare any other funding awarded or being sought in respect of the course of study for which the applicant is seeking SERTA support.</p>





Submission Process	<p>Applicants must submit an Expression of Interest (EOI) form which can be accessed via the SmartyGrants online platform and then selecting the applicable round. For further information contact: - GCSERTA@health.qld.gov.au</p> <p>All supporting evidence is to be supplied with the EOI which will include course registration and fee details, duration of course (start/end dates), course flyers and management approval to complete the course of study including validation that leave (if applicable) has been approved for the duration of study.</p> <p>If included in the submission to the committee personal banking /credit card details should be deidentified.</p> <p>Once the EOI is completed through SmartyGrants including all checklist items, the EOI can be submitted and an acknowledgement of receipt will be provided to the applicant.</p> <p>The EOI will be subject to an administration eligibility check prior to review by the SERTA Committee.</p>
Assessment Criteria	<ul style="list-style-type: none">○ Relevance to the applicant's current role.○ Direct benefit to the work area and HHS.○ Skill and knowledge advantage to the health system.○ Knowledge translation benefits for clinical practice / work area.○ Potential impacts for service delivery.
Selection Process	<p>Expressions of Interest will be assessed confidentially by the GCHHS SERTA Committee</p> <p>Applicants may be invited to provide further information to the Committee as part of their review and approval process.</p> <p>Applicants will be notified within 10 working days of the Committee's final decision.</p>
Reporting Outcomes	<p>SERTA funding is conditional upon applicants completing the course of study for which funding was provided and meeting all requirements of the educational institution during the semester or study period.</p> <p>The applicant must provide a report annually to the SERTA Committee with the first report due 12 months after receipt of funding. A final report must be provided at the completion of the course of study. Reports should be supported with confirmation from the educational institution that all requirements were met.</p> <p>Should any circumstances arise that impact the timeframe or ability to complete the course of study, the applicant must advise SERTA immediately.</p> <p>If funds are awarded to an applicant who does not complete their courses or meet the expected requirements of the educational institution, SERTA will be entitled to recover all funding provided or any portion thereof. SERTA may exercise this power at its discretion unless reasonable evidence can be provided by the applicant to show cause why the funds should not have to be repaid.</p>





Claiming Approved SERTA Funds

Once the SERTA Committee has approved an application for funding, a letter of confirmation will be sent within 10 working days. The letter will include a breakdown of the amount granted and details of how funds can be claimed.

The following is a guide to claiming funds:-

Staff Reimbursement Claim Form

A claim form will be forwarded for completion and lodgement with SERTA finance. Ensure you have the original tax invoices/receipts for tuition fees. Please note that all supporting documentation including the form must be originals, no copies, scanned photocopies etc. these **will not** be accepted by Accounts Payable.

Mail or drop off form and supporting documentation to Level 4, A Block, Executive Offices, and Attention Executive 2 Finance Representative. Once all information has been provided, it will be approved and sent to Accounts Payable team for processing, please note this can take up to two weeks.

Journaling of funds via the internal operational or research cost centre

If you have arranged payment for any education via your internal operational number (ION) and are seeking a transfer of funds, then a journal will need to be organised. Please provide details of the ION with any supporting documentation and send it to the generic email address for processing GCFOExec2@health.qld.gov.au. Please quote your SERTA Ref Number in the subject line and include a copy of your funding approval letter.

Related legislation and documents referred to in this document

- Queensland Public Service Code of Conduct
- Department of Health – *Seminar and Conference Leave – within and Outside Australia*
- *Gold Coast Hospital Health Service Financial Management Practice Manual*
- *SERTA Five Year Business Plan; 25 June 2019; Version 3.2*
- *GCH Strategic Plan 2020 - 2024*

Consultation

Key stakeholders who were consulted when developing guidelines are:

Greta Ridley – Director, Office for Research Governance and Development

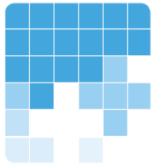
Jeremy Wellwood – Executive Director, Clinical Governance, Education and Research

SERTA Committee

Alexandra Wagner – CGER Finance

Jan Wayland – Snr. Research Support Officer





Committee endorsement

SERTA Committee –

Private practice Governance Committee – 08/07/2020

Guideline Version Control

Version No	Version Control (To be reviewed annually)	
	Name	Date
V 1.0	Jan Wayland	30/07/2020

Appendix 1

Forms Required for Application Process

1. SERTA Expression of Interest Form EOI (Category 2 – Further and Higher Education) available via the [SmartyGrants](#) online platform
2. [Management Authorisation](#) form
3. Use of Professional Development Allowance ([PDA](#)) form.
4. [Queensland Health FBT Fact sheet](#) – Self Education – Tuition Fees and Help Debts.

