Commissioning CPD Scholarships 2025 Guidelines

To support commissioning capability development across primary care, the Hunter New England and Central Coast Primary Health Network (the PHN) is investing $48,000 into a new grant round of **Commissioning Continuous Professional Development (CPD) Scholarships**.

Eligible organisations can apply for:

- up to **$1500 (ex GST) per person** to cover professional development activity costs, or
- a **maximum of $7500 (ex GST) for group-based professional development activities.**

These Scholarship are available to **current PHN commissioned service providers** operating within and delivering programs throughout the Hunter, New England and Central Coast PHN region. To view the HNECC PHN region click here

The Commissioning CPD Scholarships are designed to develop and enhance skills of staff of primary care commissioned service providers to operate at the top of their professional scope.

For more information on the PHN's commissioned services please refer to the PHN's webpage: Commissioning - Primary Health Network

What Professional Development Can I Undertake?

The Commissioning CPD Scholarships may include but is not limited to, education and training in the areas outlined in Table 1: Professional Development Activity Scope.

NOTE: All professional development activities must be purchased and commence **after the execution of the Grant Agreement** for successful applicants**. Activities will need to be completed by 31st December 2025. Retrospective training will not be eligible.**

The PHN reserves the right to reject applications for training deemed not to fit the grant purpose and other expenses deemed ineligible. It is recommended your application thoroughly outlines your training course details or that you contact the PHN to determine eligibility if you are unsure.

NOTE: Any activity that is included or would be expected to be covered by funding already received through the PHN is not eligible.

To assist in assessing professional development activity suitability please refer to Table 1.

Table 1: Professional Development Activity Scope

In Scope Training	Out of Scope Training
On-line or face to face short courses, workshops, conferences, and seminars with a commissioning capability focus. Examples could include: • Tender Writing • Cultural Responsiveness Training • Person-Centred Care Practice • Co-design skill development • Project Management and Evaluation • Digital Health	Undergraduate (Bachelor) degree programs
Vocational Education and Training courses	General supervision, mentoring, membership, or similar costs to maintain professional registration

Multi-disciplinary courses/training aimed at improving access to comprehensive/integrated care	Overseas face-to-face expenses.
Recognised industry skills training and upskilling for individual health professionals. Online overseas based courses are eligible only if there is not an Australian equivalent	Courses provided by international institutions or course providers. Exceptions may be made on a case-by-case basis where comparable upskilling is not available from an Australian provider.
	Study fully funded by other sources (e.g. your employer, other grants)
	Textbooks, equipment (including IT), membership fees, subscriptions, or exam fees
	Activities for which other Commonwealth, State or Local Government bodies have primary responsibility.
	Upskilling where a course completion certificate or proof of attendance is not issued.
	Retrospective costs for any activity already started or completed prior to an application being approved. This includes online courses where access starts as soon as you pay.

Applying For a Scholarship

The **Commissioning CPD Scholarships** are being made available in this round to staff employed by current commissioned service providers working with the PHN to deliver primary care. It is aimed at individuals who are seeking to undertake, develop or improve their skills in commissioned service delivery, in areas that support the PHN's strategic plan, including increasing equity of access. For more information, please refer to our Strategic Plan.

Funding

Eligible organisations can apply for up to **$1500 (ex GST) per person** to cover activity costs, or a **maximum of $7500 (ex GST) for group-based activities.**

The PHN encourages co-contributions from organisations to enable larger numbers of employees to receive professional development. Jointly funded activities and/or partnerships are also encouraged with one lead agency to apply.

Sole traders are eligible to apply if holding an ABN, are currently commissioned service providers and can demonstrate ongoing service delivery.

Opening: Wednesday 2nd April 2025

Closing: 5.00pm Friday 9th May 2025

Notification by: Friday 23rd May 2025

Payment will be received upon execution of the Grant Agreement to successful applicants. Evidence of Course/Activity payment is to be provided by 30th September 2025 otherwise the PHN reserves the right to cancel the agreement with funding to be repaid. The agreed upon training is to be completed by 30th December 2025.

Assessment Criteria:

Applications are welcome from organisations applying for a scholarship to support individual employee's, multiple employees' or group training professional development. Applications will be assessed based on the following criteria:

- Meeting eligibility requirements.
- Proposed professional development activity and planned increase in skill, capacity and/or scope within commissioned service delivery.
- Applicants that demonstrate that once acquired, the training or skills will be utilised in the PHN area to deliver services in commissioned service delivery.
- Training/courses that show value for money through the benefits and outcomes that will be able to be delivered to the community via learned skills.
- Training/courses that enhance services in areas of identified need (rather than duplication of existing services).
- Accommodation, meal expenses and other incidentals directly associated with the proposed training will be considered on a case-by-case basis, taking into account overall value for money and availability/access of alternative options.

Applications are encouraged from Aboriginal Community Controlled Organisations or First Nations led organisations who are a PHN commissioned service provider to First Nations peoples.

What cannot be funded?

- Courses and training not carried out in the funding period (funding period is once the grant agreement is executed and signed, until 30th December 2025), or retrospective costs.
- Any activity that is included or would be expected to be covered by funding already received through the PHN (either via commissioned service contract or other grant funding) .
- Any activity that can be funded through other available sources.
- Applications that include training linked to religious or political affiliations or are supporting crisis appeals or overseas aid.
- Applicant organisations or training providers that are under administration or are not an ongoing concern.
- Applications for employees who are not intending to continue their employment for more than 12 months.
- Training/Courses from providers that do not hold appropriate insurances, licences or qualifications.
- Training/Courses from providers that do not uphold Australian Privacy Policy and associated laws and regulations.
- Training/Courses from providers that do not demonstrate capability via qualified staff, contractors, or partners.
- Activities deemed not eligible by the PHN or judged to not meet the selection criteria or address the guiding principles.
- Existing overheads and ongoing non-related administrative costs such as electricity, phone, rent, non-related salaries.
- Training that will not be able to be implemented within the PHN geographical region, or for activities or upskilling staff for the purpose of delivering services to people not residing in the PHN geographical area.

Application process

You will be required to provide your employer organisation details, employee(s) details that are to undertake the professional development, their current position(s), information about the proposed professional development activity and how the proposed activity/skills gained relates to commissioning and will benefit the community.

Documents you may be requested to upload:

> Evidence of proposed activity costs – this can be a quote, invoice, flyer of information. Documents which contain only a link to a website will not be accepted. You must NOT have paid for the professional development activity at the time of submission.

Application Assessment, Process and Completion

All applications will be reviewed against the assessment criteria, and you will be notified of the outcome by email.

If you are **provisionally approved** and allocated a grant**,** you will be required to sign a grant agreement. Evidence of training course payment and details of staff undertaking the training will be required to be submitted for approval.

All funding recipients are required to provide evidence of successful completion of the training within one month of the expected date of completion and prior to January 31st 2026.

We may also request submission of evaluation materials:

- Testimonials of how the scholarship recipients Course/Training has impacted service delivery,
- Case Studies that highlight specific success stories
- Participant Survey and feedback.

Failure to provide evidence of successful completion of the training may result in the repayment of grant funding.

Eligibility

The PHN are only accepting applications from organisations with an ABN who are current commissioned service providers of the Hunter New England and Central Coast Primary Health Network.

Previous funding recipients are eligible only if they have fully complied with any previous PHN funding contract commitments including reporting and acquittal requirements.

One scholarship will be awarded per person/organisation however an organisation can submit multiple applications for consideration.

The applicant may need to demonstrate the capability of meeting the time frame required for undertaking the professional development activity.

Submitting your application does not guarantee that you will be offered a scholarship. Successful applicants will be notified. Applicants may be contacted to discuss their eligibility and ability to meet the selection criteria. This will constitute part of the assessment.

Successful applicants will be required to sign a HNECC PHN agreement outlining payments, terms and conditions and evidence or reporting required.

Successful applicants may receive a funding offer for a different amount based on assessment of the submitted evidence.

Terms and Conditions

The following terms and conditions will apply to all successful applicants:

- The PHN Terms and Conditions will apply.
- Applicants will need an ABN.
- Partnerships are highly encouraged but only one lead organisation (the applicant) is permitted.
- Applications that do not meet the criteria will not be eligible.
- Funding will be paid to the applicant as per their agreement.
- Payments will be made as a Recipient Created Tax Invoice.
- All conflicts of interest are to be declared.
- Multiple applications are permitted but only 1 grant per organisation and/or employee will be provided.
- The PHN reserves the right to extend the grant opening timeframe or close the grant earlier if fully subscribed.
- Applicants must be a current commissioned service provider and participating staff under current employment at the time of undertaking the training.

Applications are via completion of the online form on the PHN grants portal, SmartyGrants. Please visit the grants section on our website for details. www.thephn.com.au

The PHN is committed to diversity, equity and inclusion for all applicants.

Please direct any questions to grants@thephn.com.au