

# Qualification Allowance

## Factsheet



## Introduction

This fact sheet applies to all Registered Nurses, Registered Midwives and Enrolled Nurses employed by Western Health (WH) under the *Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028*, to articulate the requirements for a nurse or midwife to receive a qualifications allowance, where an employee holds a relevant qualification in addition to their base nursing or midwifery qualification.

Qualification Allowances are paid pro rata for part time and casual employees.

## Higher Qualifications

### 1. Registered Nurse/Midwife

- Certificate IV Training and Assessment (Where the employer requires the employee to hold this)
- Graduate Certificate
- Graduate Diploma
- Masters
- Doctorate PhD
- Double degree (relevant to role/context of practice) or entry level Masters degree are payable after 12 months from commencement as a Registered Nurse or Midwife.

### 2. Enrolled Nurse

- Relevant formal post-registration qualification undertaken over 6 or 12 months.
- Examples include Advanced Diploma (12 - month course), Plaster Technician (6 - month course) plus other relevant programs of study that support the EN practice, and develop additional knowledge and skills.

## Application Process

A Registered Nurse, Registered Midwife or Enrolled Nurse who has completed the relevant requirements to be awarded an eligible qualification can apply for a higher qualification allowance.

Only one higher qualification allowance can be claimed, that is for the highest level of qualification held.

A Qualifications Allowance is set up in payroll via a variation through PeopleHub.

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**The applicant must provide their manager with the following evidence:**

### **Australian Qualifications**

- A notarised copy of the academic transcript of achievement, with the original available for sighting

### **Overseas Qualification**

- A notarised copy of the academic transcript of achievement.
- A notarised copy of their certificate of achievement.
- Verification from the Australian Government that this qualification is recognised and translated to an equivalent Australian qualification.

**Overseas qualifications will be assessed by the Director of Education, who may request verification by the Western Health Chair in Nursing or the Australian Qualifications Framework; [Home | AQF](#)**

**Verification Service** - The State Government provides a qualifications verification service for overseas qualifications which can be found at the following link: <https://liveinmelbourne.vic.gov.au/work/overseas-qualification-unit>

**Once approved, the allowance will be actioned by the Manager via People Hub, and is payable from the first full pay period after the evidence was provided by the employee.**

Where the qualification is a requirement for a role from commencement, e.g., Nurse Practitioner Masters or Post Graduate qualification for a Critical Care Nurse, the qualification should be sighted and verified during the on-boarding process, and is payable from commencement.

The allowance must be added by the manager during the contract request or via a variation in People Hub.

## **Relevance of Qualifications**

The qualification must be relevant to the area of practice in which the applicant is employed, and assist the employee in performing her/his role and/or maintain quality of patient care and/or assist in the administration of the ward/unit.

Where a qualification is not deemed to be relevant to practice the applicant will not be eligible to receive an allowance

## **Where to find more information**

The General Nurses and Midwives Agreement 2024-2028 can be found at; [Nurses & Midwives \(westernhealth.org.au\)](https://westernhealth.org.au)

Guidance can be provided by your Divisional Director of Nursing & Midwifery, or People & Culture Business Partners.