



INFORMATION ABOUT THE PRE-HOSPITAL SCHOLARSHIP

The aim of the ACAP SA Pre-Hospital Scholarship is to give opportunity, by the provision of financial support, to enable Financial ACAP members who are SA Ambulance Service Employees, and desire to research a process or system that is currently being utilised in an overseas Ambulance Service the opportunity to do so. There are no prescribed qualifications, academic or otherwise, for the award of the Pre-Hospital Exchange Program. Merit is the primary test, whether based on past achievements or demonstrated ability for future achievement with the area of proposed study. Holistic benefit to patient care, ACAP and the SA Ambulance Service is a significant factor to the program. One does not have to be a Paramedic or IC Paramedic to apply

Please read this information BEFORE completing your application.

1. General

- 1.1 ACAP financial Member – The ‘Pre-Hospital Scholarship’ is open to SA Ambulance Service employees who have been financial ACAP members for a minimum period of six months from the date of application. On return to Australia, applicants must agree to remain a financial ACAP Member for a minimum period of two years, or agree to pay \$AUD2000.00 to recoup costs incurred by ACAP SA.
- 1.2 Age – No age limit applies to the program, providing they meet the necessary medical requirements of the program.
- 1.3 Nature of Project – The ‘Pre-Hospital Scholarship’ is awarded for the purpose of pursuing a system or process that is not fully used or available in South Australia, and where clear benefit is demonstrated that the system/process would benefit ACAP and SAAS if it were implemented.
- 1.4 Interviews – Applicants must be available to attend an interview in person if required. Telephone interviews are not acceptable. Applicants will be required to cover their own expenses and time to attend the interview.
- 1.5 SA Ambulance Service Volunteers – Are eligible to apply for the scholarship providing they are current Financial ACAP members, and have been so for a minimum period of six months from the date of application,
- 1.6 Joint Applications – The Pre-Hospital Scholarship is awarded to individual applicants only, and for individual research projects only.

- 1.7 Amount of award – No specific amount of money is attached to the scholarship. The recommended sponsorship amount is between \$4000-\$7000.
- 1.8 Duration of scholarship – The duration of the exchange can be up to 28 days.
- 1.9 Sponsored Pre-Hospital Scholarships – One scholarship is currently being offered at this stage per annum by ACAP SA in conjunction with SA Ambulance Service.

2. Conditions of Award

Contract – The award of the Pre-Hospital Scholarship is subject to the applicant agreeing to be bound by the conditions laid down in the contract document signed between ACAP SA and the applicant. A scholarship can not commence until ACAP SA receives a signed, executed copy of the contract document from the applicant. A copy of the contract is included with this package.

3. Scholarship, Travel and Basic Allowances

Travel and Basic Allowances are granted as follows.

- 3.1 ACAP SA will pay for all *approved* travel and whenever possible, arrange for tickets to be issued to the Applicant prior to departure.

3.1.1 Major Travel. All major travel will be economy class air, using an airline of choosing by ACAP SA. Travel will begin and terminate at the major airport nearest to the applicant's home address. The route and/or sequence of places to be visited may be varied to reduce costs.

3.1.2 Supplementary Travel. Surface travel may be authorised to supplement air travel.

3.1.3 Internal Travel Allowances. If it is not possible to pre-purchase tickets to cover all travel, a travel allowance will be paid in advance to allow the applicant to purchase the necessary tickets. Receipts **MUST** be retained and presented upon return for these tickets as evidence of expenditure. Failure to do so may result in a deduction of up to the entire \$AUD1000.00 lodged as deposit bond, commensurate with the amount of internal travel being questioned.

- 3.2 Basic Scholarship Allowances. ACAP SA will pay in advance to all applicants:

3.2.1 Incidental Travel Allowance. A fixed allowance to assist with incidental travel expenses.

3.2.2 Internal Travel Allowance. A variable allowance which is payable under the conditions in paragraph 3.1.3 above

3.2.3 Overseas Living Allowance. A variable allowance to assist in the applicant's living expenses while overseas *may be* available, depending upon demonstrated need.

4. **Tax Implications for ACAP SA Scholarship**

ACAP SA recommends that applicants keep receipts for all expenditure of their receivable funds and seek independent advice with respect to their eligibility for claiming tax deductions, or impact of Fringe Benefit Tax.

APPLICATION AND SELECTION

5. **Application Form**

The purpose of the application form is to enable ACAP SA to assess the applicant and gain an outline of their proposed project in order to draw up a short list of applicants for interview.

5.1 Detailed Costings. The applicant is required to complete an estimate of travel costs associated with travel to their chosen location. A costing form is to be completed and enclosed with the application. This costing report can be found attached with the application form. **Although we will be looking at the merit of your application, the total cost will also form part of the complete application.**

6. **Referee's Report**

An Applicant is required to obtain two references, one on each of the two referee report forms provided. The referee reports should be returned to the applicant for submission with their application. An application submitted without the two supporting references will not be accepted and the application will be automatically declined.

7. **Selection Process**

Once submitted, all applications will be acknowledged. Selection for the Pre-Hospital Scholarship will occur annually, using the following timetable.

7.1 Call for Applications -May 15 annually.

7.2 Submission of Applications. Applications with supporting references and any other accompanying documentation must be submitted to "ACAP Pre-Hospital Scholarship" C/- SA Ambulance Service, GPO Box 3, Adelaide, SA 5001, and received by ACAP SA by 30th June each year.

7.3 Closing Date. Applications close at COB 30th June. Applications postmarked or lodged after that date will not be considered.

7.4 Number of Copies. Please supply one original and two clear copies of your application form and any supporting documentation.

7.5 Selection. The selection for the Pre-Hospital Scholarship and the procedures undertaken are at the absolute discretion of the ACAP SA selection committee, and no correspondence will be entered in to.

7.6 Advice to Applicants

- 7.6.1 Successful applicant. The successful applicant will be notified in the first week after final selection has been decided.
- 7.6.2 Reserve Applicant. Reserve applicants may be selected, but will only be advised if a selected applicant is unable to take up the offer of scholarship.
- 7.6.3 Unsuccessful Applicants. Applicants may be advised as unsuccessful at the following stages of the selection process.
 - 7.6.3.1 After consideration of the merit of the application, ACAP SA will advise unsuccessful applicants in writing
 - 7.6.3.2 Applicants considered unsuccessful after interview will be notified by telephone, with confirmation in writing
 - 7.6.3.3 A debrief can occur for candidates who attended interview with a designated panel member at a mutually convenient time if requested by the candidate
- 7.7 All papers forwarded by applicants to ACAP SA become the property of ACAP SA. All unsuccessful applications will be destroyed.
- 7.8 The awarding of the ACAP SA Pre-Hospital Scholarship is a competitive process with the merit of the proposal being the primary test. Unsuccessful applicants will be encouraged to re-apply in subsequent years

PRIVACY STATEMENT – Pre-Hospital Scholarship

Your Privacy is respected by ACAP SA and personal information will be handled in a sensitive manner

Information collected on the Application and Referee Report Forms will be used for the purpose of selecting ACAP SA Pre-Hospital Scholarship, and will be provided to interview panel personnel.

A successful applicant's name, contact details and the subject of the exchange will be provided to ACAP National, SAAScene and other ACAP/SAAS related material for publicity purposes.

Successful applicant's details will also be provided to airlines and other travel providers for the purpose of arranging travel.

If you do not provide all the information requested on the application form, ACAP SA will be unable to process your application.

You are able to access and update your personal information that ACAP SA holds about you in relation to the application at any time by providing a letter in writing to the secretary (secretary@sa.acap.org.au) with at least 14 days notice.

If you have any privacy concerns or would like to verify information held about you please contact the ACAP SA State Secretary via email to: secretary@sa.acap.org.au

How to Apply

Download application form and refer to report forms from our website at www.acap.org.au/sa.

Please mail your application to: "ACAP SA Pre-Hospital Scholarship", C/- SA Ambulance Service, GPO Box 3, Adelaide, SA 5001.

For specific questions please contact state Chair, Chris Cotton on 0417 872 967, or state treasurer, Chris Bonnici on 0421 278 974.

Applications with Referees will be accepted from 15th May until 30th June each year.

CLOSING DATE: 30 JUNE EACH YEAR