

## Education Professional Development Scheme (EPDS) Guidelines

### 1. Purpose

The Education Capacity Building Scheme, funded by the College of Medicine and Public Health (the College), provides financial assistance for staff to undertake professional development opportunities through the Education Professional Development Scheme (EPDS). This scheme is available to all staff who have teaching as part of their position description.

### 2. Participant Eligibility

#### 2.1 Eligible Staff

To be eligible to apply for funding through EPDS, the applicant must:

- Have been employed by the College for a minimum of six months at the time of application
- Have teaching as part of their position description
- Maintain a minimum appointment fraction of 0.4FTE
- Be in an ongoing role or have a contract which extends at least six months beyond the date of the predicted completion of the opportunity.

If the professional development opportunity exceeds the calendar year, applicants will need to reconfirm their intention to continue studying each semester by reapplying to the scheme. Ongoing approval of funding will be subject to successful completion of applicant responsibilities (Section 7).

Unsuccessful applicants may apply in the following intake.

#### 2.2 Ineligible Staff

The following staff are not eligible to apply for EPDS funding:

- Academic Status Holders
- Casual staff.

### 3. Eligible Activities

#### 3.1 Eligible Activities

The following activities are eligible for financial support under the EPDS:

- Education qualifications, such as Graduate Certificate, Diploma or Master degrees.
- Professional development opportunities related to education, and with clear impact on education capacity building in the College

### 4. Funding

#### 4.1 Level of Funding

The EPDS is a competitive process. Each year a maximum budget allocation will be determined and will be available across two intakes.

There is no limit to the amount that can be requested for an EPDS application. The final amount awarded is at the discretion of the Dean, Education.

#### 4.2 Eligible Expenses

The following expenses are eligible to be funded through the EPDS:

- Tuition fees
- Workshop fees
- If the request is for a professional development event, travel and accommodation expenses may be requested.

#### 4.3 Ineligible Expenses

The following expenses are not supported through EPDS:

- Teaching or marking relief
- Items that are available through other channels or that duplicate basic services already provided by the University, including stationery
- Equipment
- Clothing or other personal items

#### 4.4 Payment mechanism

Successful applicants will be reimbursed the awarded funds to an identified account.

## 5. Applications

### 5.1 Application Format and Submission

Applications for EPDS funding must be made using the application form. All parts of the application form must be completed.

Two application intakes will be held annually (March and September). Late applications will not be accepted.

Preference will be given to applicants who have demonstrated service and leadership to the College in education.

### 5.2 Application requirements

The following requirements must be met as part of the application:

- Applications must be submitted prior to the commencement of the professional development opportunity; retrospective applications will not be considered.
- Applicants must discuss their application with their supervisor prior to submission.

## 6. Assessment Procedure

### 6.1 Application Assessments

Applications for EPDS will be assessed by a panel convened by the Dean of Education, using the following criteria:

- the degree to which the opportunity will enhance skills and knowledge leading to demonstrable contribution to the work and productivity of the University
- the applicant's contribution to the College, in education service and leadership
- benefit to the individual's work area
- benefit to the individual
- level of support received by the applicant in the current calendar year
- the University's Equal Opportunity Policies
- availability of funds.

Preference may be given to applicants who have not received any other University or Education Capacity Building Scheme funding. All decisions are made at the discretion of the panel convened by the Dean of Education and are considered final.

## 7. Successful Applicant Responsibilities

### 7.1 Applicant Responsibilities

Staff awarded funding through the EPDS must:

- Ensure that all expenditure is consistent with the application budget and all financial claims are submitted within two months of the expense being incurred.
- Report back to the College via an appropriate forum after completing each topic / professional development opportunity, as appropriate.
- Join the Qualification Guidance Group, who will provide support for academics who are exploring professional development opportunities.

## 8. Supporting Policies and Procedures

These guidelines are to be read in conjunction with the following policies, procedures, and other information. The applicant has the responsibility to adhere to the requirements prescribed within policies and procedures.

[Enterprise Agreement 2023-26](#)