



# Procedure

## Continuing education accelerated advancement (qualifications) entitlement

Implementation date: 13/11/2019  
Version: 1.0

### Audience

All state schools

### Purpose

This procedure outlines the arrangements for the continuing education accelerated pay point advancement and qualifications allowance payment arrangements for State Schools Registered Nurses (NU6) and Clinical Nurse Consultants (NU7) as set out in the [Nurses and Midwives \(Queensland Health and Department of Education\) Certified Agreement \(EB10\) 2018](#) (the Certified Agreement).

### Overview

As part of the Certified Agreement, the Department of Education (the department) is required to pay an accelerated paypoint advancement and qualifications allowance for employees classified at Nurse Grade 6 and Grade 7 who hold a post graduate nursing credential that is relevant to the employee's current position.

This procedure outlines the criteria used to determine qualifications relevant to the role of State Schools Registered Nurses (SSRNs) and Clinical Nurse Consultants (CNCs) within the department, the parameters and requirements for eligibility and the process to apply for the accelerated advancement entitlement.

The department has determined a [list of approved qualifications](#) that meets criteria for payment. The criteria used to determine that the qualification is relevant to the role of SSRNs and/or CNCs are that the qualification:

- builds on the registered nurses' knowledge of providing appropriate planning and training for management of health support needs within a schooling context
- reflects knowledge required by SSRNs and/or CNCs in state schools i.e. conditions that have a reasonable level of prevalence
- does not duplicate knowledge and expertise provided by other professionals in the department or the student's treating team providing support to the school.



## Responsibilities

### State schools registered nurses

- comply with the relevant policies and procedures when claiming the department's qualifications allowance
- provide accurate and timely documentation requested to support the application.

### Clinical nurse consultants

- consider and recommend whether the SSRN is eligible to be paid the qualification or advanced qualifications allowance based on the [approved qualifications list](#)
- comply with the relevant policies and procedures when claiming the department's qualifications allowance
- provide accurate and timely documentation requested to support the application.

### Senior nurse manager

- consider and recommend whether the CNC is eligible to be paid the qualification or advanced qualifications allowance based on the [approved qualifications list](#)
- participate in the review of applications for qualification allowance and appeals as required
- every two years review and, if required, update the approved qualifications list for relevant approval
- forward applications for qualification allowance from non-Australian institutions and for qualifications that are not listed on the approved qualifications list, but the CNC or Senior nurse manager (for CNCs) considers will meet the criteria outlined in this procedure to the Review Committee.

### Review Committee:

- consider applications for qualification allowance from non-Australian institutions and for qualifications that are not listed on the [approved qualifications list](#), but the approver considers will meet the criteria outlined in this procedure.

## Process

### Application

- If already employed by the department, and they do not currently hold the additional qualification, the applicant discusses with the approver (SSRNs discuss with the CNC, CNCs discuss with the Senior nurse manager) their intention to undertake a qualification that may meet the requirements for qualification allowance.
- The applicant will record the discussion and any actions as part of the Performance Development Plan.
- The applicant completes the [Nurses qualification allowance application](#) form:
  - upon completion of the post graduate credential, or
  - upon commencement of employment if qualification was awarded prior to commencement of employment, or
  - if already employed by the department and holding the relevant qualification, the SSRN or CNC may immediately complete the [Nurses qualification allowance application](#) form.

- The applicant attaches the following to the application:
  - a certified copy of the official academic transcript from a recognised Australian institution (see <https://www.teqsa.gov.au/national-register>) that indicates the subjects and qualification attained, or
  - an academic assessment and comparability certification against Australian qualifications, referring to the overseas qualification recognition, in cases where the qualification is achieved overseas.
- The applicant submits the application and certified copy of the academic transcript to the approver (for SSRNs the CNC, and for CNCs the Senior nurse manager) for consideration.
- The approver receives the completed [Nurses qualification allowance application](#) form and within ten working days:
  - approves the application, if the application includes a certified copy of the official academic transcript from a recognised Australian institution and is for a qualification on the approved qualifications list; advises the applicant of the decision and forwards it to regional payroll for processing, or
  - progresses the application to the Review committee if the listed qualification is not on the approved list but in the view of the approver demonstrates that it meets the department's criteria and/or the academic assessment and comparability certification against Australian qualifications meets criteria, or
  - does not approve the application, if an application is incomplete or does not meet criteria, and advises the applicant that the application has been refused. For incomplete applications, the applicant may choose to resubmit the application with all required information provided.
  - if the application is not approved the approver informs the applicant in writing.
- The review committee reviews applications referred by approvers to consider if:
  - the academic assessment and comparability certification against Australian qualifications meets criteria, and
  - qualifications not included on the department's approved list meet the department's criteria.
- The review committee advises the applicant in writing of the decision within 15 school days of the decision being made. The applicant will be eligible for payment of the allowance or accelerated paypoint advancement (whichever is applicable) from the day the decision is made.

## Disputes

Disputes over payment, or the disputation between the parties in relation to the recognition of qualifications are managed in accordance with Clause 11, Prevention and Settlement of Disputes outlined in the Certified Agreement through an escalating process of discussion, facilitated by conference and reference to the Certified Agreement's implementation group.

## Payments

Payments for continuing education accelerated pay point advancement and qualifications allowance will be made in accordance with Part 4, Clause 10 of Schedule 9 in the Certified Agreement. Accelerated pay point advancement and qualifications allowance will be paid on a pro-rata basis if the employee is engaged on a part-time basis.

## Definitions

<b>Certified Agreement</b>	<a href="#">Nurses and Midwives (Queensland Health and Department of Education) Certified Agreement (EB10) 2018</a>
<b>Post graduate nursing credential</b>	A nursing graduate certificate, graduate diploma, a masters or PhD or qualification of equivalent value that is recognised by the department as relevant to the employee's current position.
<b>Departmentally approved qualification</b>	For the purposes of this procedure, a departmentally approved qualification is one that is: <ul style="list-style-type: none"> <li>• listed on the department's <a href="#">approved qualifications list for nurses</a>, or</li> <li>• an alternative qualification not listed but approved by the department's Review committee that in the view of the Review committee: <ul style="list-style-type: none"> <li>○ builds on the registered nurses' knowledge of providing appropriate planning and training for management of health support needs within a schooling context, and</li> <li>○ reflects knowledge required by SSRNs in state schools i.e. conditions that have a reasonable level of prevalence, and</li> <li>○ does not duplicate knowledge and expertise, that is, not provided by other professionals in the department or the student's treating team.</li> </ul> </li> </ul>
<b>Clinical nurse consultant</b>	A clinical nurse who supervises and provides professional leadership for the SSRNs in a region or across regions.
<b>Clinical nurse consultant (Advisor)</b>	A clinical nurse who provides clinical education, evidence based practice advice and clinical practice leadership for the SSRNs statewide.
<b>Review Committee</b>	A committee formed to consider Nursing Qualifications Allowance Applications that are referred for further assessment including those from overseas institutions and/or that are not on the <a href="#">approved qualifications list</a> .  The committee consists of: <ul style="list-style-type: none"> <li>• Senior manager, State Schools Disability and Inclusion</li> <li>• Senior Nurse Manager</li> <li>• Queensland Nurses and Midwives Union representative</li> <li>• Integrity and Employee Relations branch representative.</li> </ul>
<b>Senior nurse manager</b>	A clinical nurse who provides statewide management of the state schools registered nursing service.
<b>State schools registered nurse</b>	A clinical nurse employed by the Department of Education to provide support and training to schools in the management of students' health support needs.

## Legislation

- [Nurses and Midwives \(Queensland Health and Department of Education\) Certified Agreement \(EB10\)](#)

## Delegations/Authorisations

- Nil

## Related policies

- [Employee performance, professional development and recognition](#)
- [Diversity and inclusion](#)
- [Recruitment and selection](#)

## Related procedures

- [Managing students' health support needs at school](#)
- [Administration of medications in schools](#)
- [Supporting students with asthma and/or at risk of anaphylaxis at school](#)

## Guidelines

- Nil

## Supporting information/websites

- [Approved nurses qualification list](#)
- [Nurses qualifications allowance application](#)

## Contact

For further information, please contact:

Senior Nurse Manager  
State Schools Disability and Inclusion  
*Phone: (07) 3513 5805*

## Review date

13/11/2022

## Superseded versions

*Previous seven years shown. Minor version updates not included.*

Nil

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