

## Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme Claim Information Sheet

### This information sheet provides guidance on the requirements to successfully submitting an initial application for the Aboriginal & Torres Strait Islander Pharmacy Assistant Traineeship Scheme (ATSIPATS) Program

To ensure that you meet all eligibility requirements, you must first read the [ATSIPATS Program Rules](#). Once you have read the Rules, we encourage you to read over this document before submitting your application to the Pharmacy Programs Administrator (PPA) Portal. The information below covers some of the most common errors we see as Administrators and aims to reduce the need to return or reject your submission.

#### What are the claiming deadlines?

Applications **must** be submitted within **90 days** of the Pharmacy Assistant commencing a nationally accredited Pharmacy Assistant training course.

Upon approval of an application, claiming deadlines for the Mid Term and End Training claims will be provided via email to the Main Authorised Person. Reminder emails will be sent closer to the due dates, and those claims **must** be submitted within **30 days** of the due date.

*Please note: submissions outside of the deadlines will not be considered.*

#### What classifies as an eligible Nationally Accredited Pharmacy Assistant Training Course?

Eligible ATSIPATS courses currently include:

Course Code	Course Name
SIR20116	Certificate II in Community Pharmacy
SIR30116	Certificate III in Community Pharmacy
SIR40116	Certificate IV in Community Pharmacy
SIR40216	Certificate IV in Community Pharmacy Dispensary

*Please note: Single units of competency, such as S2/S3 training, are not currently considered eligible training courses under the ATSIPATS Program.*

#### What Australian Citizenship or Permanent Residency Documents are accepted?

To prove Australian citizenship, you can upload a *certified copy* of an Australian birth certificate, Australian citizenship certificate or an Australian passport.

For permanent residency, you can upload a VEVO check or a *certified copy* of your current eligible visa.

Please upload a certified copy of proof of Australian Citizenship or permanent residency

Please select a file...

Browse

 Upload File

A certified copy means a copy of an original document that has been signed as a certified true copy by a person authorised to do so (i.e. legal professionals, medical & health professionals, etc). The PPA is unable to accept photocopies or pictures of original documents unless they are certified.

*Please note: Driver's licenses and Medicare cards are not accepted as valid proof.*

Certified to be a true copy of the original seen by me.

Date: xx/xx/xxxx Sign: \_\_\_\_\_

Full Name: \_\_\_\_\_

Occupation/Qualification: (The certifier's job title or qualification, e.g., Justice of the Peace, Solicitor).

#### If the Pharmacy Assistant trainee's current name does not match their identity documents, please:

- Combine both the old and new (e.g. marriage certificate) identity documents into one file & upload, or
- Email the name change document to the PPA via the [support@ppaonline.com.au](mailto:support@ppaonline.com.au) email address.

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### What documentation is required to show evidence of the eligible training course enrolment?

As part of the application, you are required to upload the training record issued by the Registered Training Organisation (RTO). This record must include the course name, the commencement date, and the expected completion date, and it must be signed by all parties (i.e. the trainee, employer, and RTO). Alternatively, we can accept proof of enrolment in the eligible course, provided by the RTO, which needs to include the trainee's name, course name, the commencement date, and the expected completion date.

*Please note: State-based apprenticeship documents are not accepted*

### EMPLOYMENT AND COURSE DETAILS

### What dates should I enter in my application?

Application date field	Required information
Date of enrolment with Nationally Accredited Pharmacy Assistant Training Course	This is the date recorded by the Registered Training Organisation (RTO) when the enrolment process has been completed and confirmed, not just the date the application was first submitted.
Start date of Nationally Accredited Pharmacy Assistant Training Course	This is the first day that course content or training activities commence. It should differ from the enrolment date and is important for tracking program participation and submission due dates.
Finish date of Nationally Accredited Pharmacy Assistant Training Course	This date must fall <b>24 months or less</b> after the start date above. It should be the date by which all assessments and other required activities will be completed. <b>Placements greater than 24 months will not be accepted.</b>
Date Pharmacy Assistant's employment commenced	This is the start date recorded in the Pharmacy Assistant's contract and marks the beginning of their employment with the pharmacy in their capacity as a Pharmacy Assistant trainee.

### What should I do if the dates in my initial application change?

Service Providers **must** advise the PPA within **21 days** should there be any changes to the ongoing eligibility requirements that would impact the application, like placement length or employment status changes. Failure to do so could result in ineligible payments.

Funding may be adjusted to account for any changes in the Pharmacy Assistant trainee's employment or enrolment status. Any adjustments will be made at the discretion of the PPA.

### Other important information to keep in mind:

- Allowances are limited on the basis of available funds. Lodging an application does not guarantee receipt of an Allowance. Consequently, Community Pharmacies satisfying the Eligibility Criteria will not necessarily receive payment of the Allowance.

For more information regarding the ATSIPATS Program, please visit the [PPA website](#).

If you require any assistance or clarification, please contact the PPA Support Centre on 1800 951 285 (9 am to 8 pm AET, Monday to Friday) or via [support@ppaonline.com.au](mailto:support@ppaonline.com.au)

*The Pharmacy Programs Administrator is responsible for administering, processing, and paying claims for the Aboriginal and Torres Strait Islander Pharmacy Assistant Traineeship Scheme (ATSIPATS) Program, funded by the Australian Government Department of Health, Disability and Ageing.*