

## Guideline

**Subject:** **BEA: Support for an Educational Activity**  
**Approval Date:** November 2000, Revised July 2002; November 2005, March 2009, February 2014, March 2019, July 2020  
**Review Date:** July 2024  
**Review By:** Board of Education and Assessment  
**Number:** 1/2000

---

The Board of Education and Assessment (BEA) of the Royal College of Pathologists of Australasia (RCPA) will support meetings and other educational activities in accordance with the College Policy on *Funding of Education Activities in the College (8/2000)* (<https://www.rcpa.edu.au/Library/College-Policies/Policies/Funding-of-Education-Activities-in-the-College>) and with reference to the following guidelines. To be eligible for support, the activity must be proposed via completion of the *Application for BEA: Support for an Educational Activity* form. All applications are subject to the approval of the BEA.

## Criteria for Support

As a general principle, the Board aims to support at least one educational activity per discipline per annum on a College basis.

- ◆ The Board aims to achieve a broad geographic spread of available funds for Australian states, New Zealand and regional educational activities.
- ◆ The activity should have relevance for Fellows and/or Trainees. The activity may also be made available to other groups such as medical scientists, or the broader medical profession.
- ◆ The Board may respond to repeated applications to fund the same event by suggesting the organisers pursue self-sufficiency by raising registration fees and seeking further sponsorship. The Board cannot guarantee repeat funding for established courses.
- ◆ Activities which fulfil one or more of the following criteria will be given priority for funding:
  - Relevant to College Trainees and Fellows
  - Presents recent advances of relevance to pathology practice
  - Presents recent advances in basic sciences relevant to the pathophysiology of disease
  - Meets the needs of rural or remote area pathologists
  - Planned as an interactive activity or workshop programme
  - Relevant to more than one discipline of pathology
  - Planned in response to an identified deficiency in pathology practice
  - Planned in response to an identified deficiency in the utilisation of pathology resources by medical or paramedical professionals
  - Broadens the understanding and/or skills of Fellows and/or Trainees in areas such as medical informatics, management, medical ethics

- Is at least partially self-funding through course fees or sponsorship.

### ***Types of Activities Supported***

The types of educational activities which will be supported by the Board include, but are not restricted to:

- Lectures and seminars
- Slide seminars and circulating slide sets
- Workshops
- Tutorials
- Scientific meetings
- Publications
- Short courses (organised centrally or by Regional Education Committees)
- Travelling Visiting Professors
- Interactive sessions
- Web-based education.

### ***Categories of Support***

**All applications must be made using the *Application for BEA: Support for an Educational Activity* form** which should be submitted to the RCPA Events Team [events@rcpa.edu.au](mailto:events@rcpa.edu.au)

Four main categories of support are available through the Board:

### **Internal Educational Activities**

1. RCPA Managed Educational Activity

Management and coordination of speakers travel and accommodation, advertising to membership, registration, catering, venue, AV bookings etc are coordinated by the RCPA Events Team.

Limited funds are made available, subject to approval of both the draft scientific program proposal and the budget.

If a loss is incurred, this is covered by the BEA up to the agreed amount (\$5000 limit). If a profit is recorded, this is returned to the BEA to assist funding further RCPA Educational Activities. No individual account is kept for each course.

2. Conjoint Educational Activity

The activity is funded and run in equal association with one or more other organisations, with both profits and losses being shared equally.

Where funds have been requested for a course for which notes are made available to participants such funding is conditional upon these notes being made available, with presenter's consent, for uploading on the members' section of the College website. The course organisers may specify on the application form how long after the course these notes will be freely available.

It must be recognised that Board approval of funding is subject to budget limitations and additional funding may require the endorsement of the College Executive. Both parties need to agree to a memorandum of understanding (MoU) to clarify each organisation's roles and responsibilities.

### **External Educational Activities**

Funding may be available on application to the Board of Education and Assessment for short courses run by an external body, e.g. a university, which does not lead to the award of a formal qualification. The content of the course will be referred to the relevant Advisory Committee regarding suitability for Trainees and Fellows. Conditions of such funding include:

- an appropriate budget, including other proposed sources of funding, has been submitted to the Board
- a reduced fee will be available to RCPA Fellows and Trainees
- the College will have access to course materials.

Advertising for approved external Educational Activities is through the RCPA website *Event Calendar* (see Web Listing Document available on the RCPA website (<https://www.rcpa.edu.au/My-RCPA/FAQ#item6>) and the fortnightly e-publication *Pathology Today* (email [rcpa@rcpa.edu.au](mailto:rcpa@rcpa.edu.au)). There is no direct email communication to Fellowship.

#### 3. Logo Only Endorsement

The activity is approved but financial support is either not requested or not granted. The RCPA logo may be used on promotional materials subject to the College policy on use of the logo. Use of the logo must be accompanied by wording "Supported by" to avoid confusion regarding activity management.

#### 4. Funding Support

A direct donation of funds is provided for the organisation of the activity, subject to approval of both the draft program proposal and the budget, in order to reduce the fees paid by Fellows and Trainees.

### **Conditions for Support**

The following conditions apply, regardless of the type of activity or whether financial support is requested:

1. Applicants must complete the *Application for BEA: Support for an Educational Activity* and email it to the RCPA Events Team ([events@rcpa.edu.au](mailto:events@rcpa.edu.au))
2. Where possible applications should be made nine months (and at least six months) before the commencement of the activity. The RCPA Events Team will send the application to the relevant chair of the Advisory Committee for consideration by the committee. The AC will make a recommendation to the BEA. Where applications span more than one discipline this will be considered by the BEA.
3. In the case of a repeated activity, a new application must be submitted annually.
4. A budget must be submitted for consideration. (The College will provide the budget for internally managed activities)
5. Support by the College must be acknowledged in all promotional and educational documentation.
6. A full report on the activity must be forwarded to the Board within two months of completion of the activity.
7. Results of the formal post-activity evaluation (ie. feedback form or participant survey)

must be included with the report. RCPA Events Team have a template Feedback Form if required. Course Convenors are required to compile results and provide final report for submission to the BEA. Final reports are to be submitted to [events@rcpa.edu.au](mailto:events@rcpa.edu.au)

8. Where funding has been granted, a final statement of income and expenditure must be returned to the Board within two months of the activity. (Time frames for reporting to the Board may be extended by mutual agreement in the case of ongoing activities which require an implementation period). The College will provide the final statement of income and expenditure for internally managed activities.
9. The final income and expenditure statement should be accompanied by the return of unexpended seeding grant monies and/or a share of profits, if appropriate. Profit from College managed activities is returned to the BEA to assist funding further RCPA Educational Activities.