ADAVB BOQ Specialist CPD Practice Bursary 2025

Information kit and application form

ADA VICTORIA

BOQ SPECIALIST

INTRODUCTION

The 2025 Australian Dental Association Victorian Branch (ADAVB) BOQ Specialist CPD Practice Bursary is now available for ADAVB members in private practice. The bursary aims to recognise and support dental practices that are committed to quality learning through continuing professional development (CPD) for every practitioner and professional staff member in the practice.

The bursary consists of a grant valued at **$10,000** to be used for professional development and training purposes only, of which $2,000 must be applied to CPD courses and/or training programs offered by the ADAVB.

Applications will be assessed and reviewed by the bursary panel, comprising appointed senior representatives from the ADAVB and BOQ Specialist.

The bursary will be presented to the successful candidate at an event in 2026.

The practice that receives the bursary will also be profiled by the ADAVB and BOQ Specialist in publications, and on their websites and social media pages.

Applications close 5pm on Tuesday 16 December 2025.

APPLICATION GUIDELINES

ELIGIBILITY CRITERIA

Before you commence your application, please ensure you meet the following requirements:

» You, as the applicant and the principal owner(s) of the practice, must have active ADAVB membership
» All registered practitioners working in the practice (dentist, dental hygienist, dental therapist and oral health therapist) must have a CPD log of activities undertaken in the last two years, i.e. from 1 July 2023 onwards
» The practice must be a private practice
» The applicant must not be serving a current term of office in the ADAVB Council or Standing Committees

SUBMIT YOUR APPLICATION

You can submit your completed application by email or hard-copy.

By email: Email a PDF formatted application to cpd@adavb.org

Hard-copy: Two copies, in a booklet (stapled or bound), with:
A front cover that includes:

- Practice name
- Practice logo
- Title: 2025 ADAVB BOQ Specialist CPD Practice Bursary
- Numbered pages presented in order
  (Section 1, Section 2, Section 3 and Section 4)
- A font that is not less than size 10
- 1.5 spacing between lines

Tables, figures and images may be included.

Mail to: ADAVB Attention: CPD Unit
PO Box 9015, South Yarra Vic 3145

SECTIONS TO COMPLETE

The ADAVB BOQ Specialist CPD Practice Bursary application consists of four sections:

- Section 1: Personal and practice details
- Section 2: Practice
- CPD plan Section 3: CPD log(s)
- Section 4: Declaration

ALL SECTIONS MUST BE COMPLETED, AS INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

APPLICATION

Section 1: Personal and practice details

Application details

Date of application _____

Prefix _____ ADAVB membership number _____

Given name _____

Surname _____

Practice details

Practice name _____

Address _____

Suburb _____ State _____ Postcode _____

Telephone _____

Email _____

Section 2: Practice CPD plan

Please provide details about the following:

1. Your type of practice, its values and your dental team.
   List the profiles of everyone in your dental team with their position titles and describe how each member supports the values of the practice. Include both full-time and part-time staff.

2. The community the practice serves and the general needs of patients.
   Describe the demographics of the community, patient types and how the practice caters to patient needs.

3. The potential courses/programs/workshops the bursary will be applied to for everyone in the practice team.
   Describe the practice's commitment to continuing professional development and learning for the dental team, and a list of courses together with the reasons they were chosen.

4. The benefits of the bursary for the practice team.
   Describe how the amount of the bursary will impact on the dental team.

5. The benefits of the bursary to your patients.
   Describe how the bursary will help to improve the practice's services to patients. You could also include the practice's involvement in the promotion of oral health to patients and the community.

Please utilise the provided spaces on the following pages to submit your answers.

Section 3: CPD log

This application requires all dental practitioners* in the practice to attach one copy of their individual log of CPD activities undertaken in the last two years (from 1 July 2023 onwards).

*This applies to those who are registered with the Australian Health Practitioner Regulation Agency (AHPRA) and the Dental Board of Australia (DBA).

Please submit one CPD log (PDF preferred) for each registered dental practitioner/professional.

Section 4: Declaration

I declare that:

1. To the best of my knowledge the information supplied in this application is accurate and correct.
2. The practice is committed to active participation in professional development and training for everyone in the practice.
3. Practice staff consent to being profiled in ADAVB and BOQ Specialist communications.

I _____ agree to the declaration outlined above.

Date of application: _____/_____ / 2025

Signature: _____

SUBMIT

Applications can be submitted by post or email. Post four hard copies to:

ADAVB CPD Unit
PO Box 9015,

South Yarra, VIC 3141 or

Email: cpd@adavb.org

PRIVACY STATEMENT

The information collected is for the primary purpose of assessing your application for the ADAVB BOQ Specialist CPD Practice Bursary only. The information you provide will not be disclosed to a third party without consent unless disclosure is authorised or required by law. For further information, please consult the ADAVB Privacy Policy at adavb.org.

ENQUIRIES

Contact: Mr Clayton Hammock
Email: clayton.hammock@adavb.org
Phone: 8825 4622