



Workplace Learning Fund (WLF) Application Process

Before submitting your application, please ensure you have:

1. Read the WLF Eligibility and Conditions of Acceptance
2. Completed the Application Form addressing the selection criteria (please attach of Program of Conference/ Workshop, if applicable)
3. Ensure your supervisor/manager has completed and signed the relevant section of the form.

If the funding is approved, you will be required to complete the Grant Agreement form.

Within 6 weeks of the activity completion, you will be required to complete and return the Reimbursement and Attendance Form and to complete a brief survey about the activity.

Within 12 months of the activity completion, you must provide a more detailed report on the outcomes of the learning and share any materials developed/obtained as part of the activity. A report template is available from the website.

Should you have any further queries please refer to our website or alternatively you may contact the Unit Coordinator on 08 9431 3255.

Kind Regards

TRACS WA Steering Committee