



Workplace Learning Fund (WLF) Conditions of Acceptance

TRACS WA will grant Workplace Learning Funds to agencies and services that agree to the following conditions:

- Applicants must clearly identify the service gap that the proposed activity addresses, and who will be involved in the activity. There must be an evaluation process built into the project that will allow assessment of the impact of the funded learning activity on the identified service gap, which may include improvement in clinical practice /patient outcomes. Support from TRACS WA staff is available to develop the application, if required.
- Applicants must submit the completed application form, including a budget if funding is required.
- Contact details must be provided for two independent referees.
- The maximum grant allowable is \$5,000 per learning fund request. Evidence of how any potential gap in funding will be covered must be addressed in the application.
- All project related expenses will be paid “up front” by the applying agency or Service Manager (no individuals) with monies recouped from the TRACS WA SAC-WLF through the Reimbursement Process.
- Funding not utilised within six months of the signed agreement must be returned or renegotiated with the TRACS WA Unit Co-ordinator if an extension is required.
- WLF recipients are required to complete a brief survey immediately after completion of the activity/project.
- WLF recipients are required to provide a report within 12 months of receipt of funding detailing what was done, what the outcomes were, any difficulties encountered with the project, and any unanticipated benefits. A report template will be provided. The report will be made available on the TRACS WA website and/or included in e-newsletters, as appropriate.
- Material/s developed as part of the funded activity, if relevant, will be made available to the wider WA SAC community via the TRACS WA website and/or other negotiated processes.
- Individuals participating in a funded learning activity may be invited to share the knowledge gained with the WA Health SAC community e.g. through TRACS WA supported skills exchange programs, participation in Community of Practice meetings, or presentation at TRACS WA training events.
- Funding recipients are encouraged (and may be supported) to submit their work for presentation at conferences or relevant meetings if appropriate.
- TRACS WA will be identified as the funding agency for all ‘publications’ related to the funded project.