



Workplace Learning Fund (WLF) Guidelines and Eligibility Criteria

The TRACS WA Workplace Learning Fund (WLF) Program provides support, including funding support, to individuals or groups of health professionals or assistants working in subacute care (SAC) seeking to develop their knowledge and skills, and address service gaps, through workplace learning opportunities. One-off grants of up to \$5000 may be made to support learning activities which meet the eligibility criteria.

Who can apply for funds?

- WA Health agencies, teams and individuals delivering subacute services.
- Aboriginal Health Workers and practitioners working in an allied health or nursing support role.
- Proposals prepared in partnership with non-WA Health agencies are also welcomed.

What type of proposals would be eligible for financial support?

The WLF will be used to support **WA Health staff** delivering SAC services in the areas of rehabilitation, older adult mental health and geriatric evaluation and management where a clearly identified SAC service gap is identified which can be addressed (or partially addressed) by the proposed workplace learning activity.

To be considered, all proposals **must** demonstrate:

- Clear and concise learning objectives that the link to the identified service gap, leading to increased capacity and/or improved service delivery (evidence from applicant).
- That the applicant has the capacity to achieve project outcomes (evidence from referees).
- The purpose of the funding, that the budget is reasonable and well justified (evidence from applicant/Manager).
- That there is no other source of funding available (evidence from applicant/Manager).
- A process for the applying agency/ service to fund the proposal up front and seek reimbursement from TRACS WA is available.
- A measureable outcome(s) of the funded activity has been identified (evidence from evaluation plan).
- Strategies for sustainability i.e. evidence of how the learning will be sustained beyond the funded period of the project (evidence from applicant/Manager).
- Evidence of how inter-professional learning and practice will be promoted where relevant.

What proposals will not be considered?

Financial support from the TRACS WA WLF will not be available for proposals seeking funding for:

- Projects that are not directly associated with SAC
- Projects that have already been completed
- Expenses related to post graduate study/research programs
- Training for an individual to improve skills/knowledge with no evidence of how that learning would address a service gap
- Purchase of equipment / consumables
- Employment of additional staffing.