



# Student Clinical Placement Grant



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# 1. Grant Overview

Rural Workforce Agency Victoria (RWAV) is a not-for profit government-funded organisation aimed at improving health care for rural, regional and Aboriginal communities in Victoria.

RWAV's Rural Clinical Placement Grants support medical, nursing, and allied health students to undertake placements in regional or rural Victoria.

The Student Clinical Placement Grant is funded by RWAV as part of the Australian Government Department of Health Rural Health Workforce Support program.

The purpose of the Student Clinical Placement Grant is to support students undertaking clinical placements who are ineligible for alternative grants due to the location of their placement. A clinical placement is considered a continuous 4 days or more placement in one location for the purposes of fulfilling educational training requirements.

Applicants can apply for up to \$500 per annum.

## 2. Eligibility

### **All applicants must meet the following requirements:**

- Full-time or part-time study at a Victorian university campus or Albury/Wodonga University campus in undergraduate, graduate, or postgraduate.
- Or full-time/part-time study with a Victorian Vocational Training provider in a discipline that offers a clinical health qualification e.g. Diploma of Nursing.
- Applicants who are recipients of any other scholarships or grants received within the 23/24 FY relating to this clinical placement are not eligible to apply for the RWAV Rural Clinical Placement Grant. This includes the Going Rural Health – Student Support Scheme.
- Applicants from Federation University receiving KickStart funding are not eligible for this grant.

### **Eligible Professions:**

- Nursing
- Medicine
- Physiotherapy
- Occupational therapy
- Orthoptics
- Dietetics
- Speech pathology
- Optometry
- Sonography
- Exercise physiology
- Psychology
- Podiatry
- Social work
- Aboriginal Health

### 3. Eligible Activities

- Considerations regarding placement length will be made for students studying Aboriginal Health, considering their placement schedules can differ from other health disciplines.

ITEM	CLAIM	ELIGIBLE	INELIGIBLE
Total claimable amount	Up to \$500 can be claimed per financial year	Placements are at least four consecutive days in duration with no more than two days between each block in one location (exceptions will be made for students studying Aboriginal Health due to the nature of their placement blocks). Clinical placement must be undertaken in regional or rural Victoria (MMM 2-7) or MMM1-7 in an Aboriginal Medical Service or Aboriginal Community Controlled Health Organisation (ACCHO). See <a href="https://www.health.gov.au/initiatives-and-programs/doctorconnect">https://www.health.gov.au/initiatives-and-programs/doctorconnect</a> for MMM 2-7 location information.	Non-ACCHO or AMS placements outside of Victoria in Metro locations (MMM1)
When to claim	Applications can be submitted up until COB on the final day of the clinical placement period	Applications submitted by COB on the final day of the clinical placement period	Applications submitted after the placement has concluded
Car travel	As per the current ATO rates.	Includes one return trip, within Victoria, from the applicant's permanent residence to the health service.	Back and forth travel from the health service to the applicant's temporary accommodation while on placement.
Accommodation	100% of the total cost can be claimed	AirBnB, Hotels, motels, short-term rentals, cabins, etc.	Subsidised accommodation provided by University or health service cannot be claimed
Taxi fares	\$0	\$0	
Long term rental costs	\$0	\$0	

## 4. Funding Available

**The Student Clinical Placement Grant provides payments of up to \$500**

- Applicants can apply for one grant per financial year
- Funding is available across 4 rounds per financial year. Applicants must apply within the round that their placement will commence.
- Applications for placements that will commence outside of the funding round will not be accepted
- Limited funding is available. Applications will be assessed and approved on a first in first served basis until available grant funds are expended.

**Round 1:** 1 July – 30 September 2023

**Round 2:** 1 October – 31 December 2023

**Round 3:** 1 January – 31 March 2024

**Round 4:** 1 April – 30 June 2024

## 5. Application Process

All applications must be made through the [MyRWAV](#) portal accessed on the RWAV website prior to the activity taking place. Complete the Rural Clinical Placement Grant Application Form and submit prior to the commencement of the clinical placement.

The application form can be accessed via the RWAV website.

Attach written evidence of clinical placement **LOCATION, DATES, and DURATION.**

This can include a screenshot from In Place (or whatever system your university uses to record placement details) **OR** an official letter from your placement coordinator or health service confirming your placement.

*Ensure that all required documentation includes the student's name; this includes accommodation quotes, invoices, etc. If a group booking is made, ask that the invoice includes all guest names.*

Payment of the grant will not be paid until after the placement has concluded and/or copies of the accommodation tax invoice and receipt submitted. Ensure that all documentation includes the student's name for verification. Payment will not be made without the correct documentation. In instances where an accommodation receipt cannot be provided a statutory declaration may be accepted at the discretion of RWAV.

*You may be asked to provide more information to support your application. Submitting your application does not guarantee you will be successful.*

## 6. Notification of Applications

RWAV will notify you the outcome of your application via email. Please note applications may take up to **six (6) weeks** to be assessed, approved, and processed.

If your application is unsuccessful, RWAV will provide an explanation as to why your application has been declined.

If your application is successful, we will email you a Grant Letter of Agreement for you to sign and return within 30 days.

### **The Grant Letter of Agreement details:**

- The funded course/activity
- The amount of funding available
- Your requirements as a Grantee (successful applicant)
- Successful recipients will receive payment upon submission of the required documentation.
- Applications submitted after the grant closing date and time will not be accepted.
- The grant amount will be paid via electronic funds transfer after the placement has concluded and copies of the accommodation tax invoice and RWAV mileage form are submitted.
- Funds can take up to ten (10) business days to process after submission of the required evidentiary documentation.



## 7. Changes to Grant Activities

Written approval from RWAV is required to change the course/activity outlined in your Grant Letter of Agreement. RWAV will review any new activity against the identified health/workforce need, your original application and the reason for the change. Changes to proposed course/activity are at the discretion of RWAV and is usually only permitted where the training provider cancels the training or under exceptional circumstances.

RWAV reserves the right to cancel the Grant Letter of Agreement if the original activity cannot be completed. If a placement does not go ahead, successful applicants must inform RWAV as soon as possible.

## 8. Termination of Grant Letter of Agreement

RWAV may terminate a **Grant Letter of Agreement** if it reasonably believes the applicant:

- Has transferred to a different activity without consent from RWAV
- Has breached the Grant Agreement
- Has provided false or misleading information in their application
- Fails to complete the activity
- Successful applicants are required to complete a post-evaluation survey.  
Applicants who do not return their surveys may be required to return their grant funding.
- Required documentation must be submitted within 30 days of the placement concluding.  
Failure to return documentation within 30 days may result in the termination of your **Grant Letter of Agreement**.



## 9. Debt Recovery

Where a Grantee (successful applicant) does not fulfil their requirements as detailed in the **Grant Letter of Agreement**, RWAV may seek to recover the relevant monies. Each Grantee will be asked to sign a Grant Letter of Agreement, confirming that they have understood the terms and conditions of the agreement including the process for debt recovery should the Grantee be unable to meet their obligations.

The Grants Officer will support the Grantee during the period outlined in the Grant Letter of Agreement to address issues as/before they arise. This will minimise the need for debt recovery in most cases. Where this fails, and the Grantee is unable to meet their obligations, the Grants Officer will contact the Grantee to inform them that the debt recovery process will begin.

## 10. Complaints and Appeals

Unsuccessful applicants who wish to appeal the outcome of their application should initially email the grants team at [grants@rwav.com.au](mailto:grants@rwav.com.au) to determine if they may be eligible to access funding and/or support from other sources to meet their upskilling or professional development needs. If the matter is not resolved applicants can appeal to the Senior Manager, Health Workforce Solutions to consider their case.

## 11. More Information

Any questions relating to the Student Clinical Placement Grant should be directed to the Grants Administrator at [grants@rwav.com.au](mailto:grants@rwav.com.au) or via phone on 03 9349 7800



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