



**RWAV**

RURAL WORKFORCE  
AGENCY VICTORIA

# Student Postgraduate Psychology 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.

The Student Postgraduate Psychology Placement Grant is funded by RWAV as part of the Australian Government Department of Health Rural Health Workforce Support program. The Student Postgraduate Psychology Placement Grant supports Postgraduate Psychology students to undertake placements in regional or rural Victoria. For this grant RWAV considers a placement as a consecutive period of time where blocks of up to 2 placement days, at least fortnightly, over a number of months, are required to be undertaken in one location. This grant is designed to support students to undertake placements in rural or regional locations. The grant is designed to support students who are ineligible for alternative grants.

## 2. Eligibility

Applicants will be assessed on their ability to meet the grant requirements, and the amount of funding granted will depend upon the applicant's individual placement circumstances. This grant offers financial assistance for travel and accommodation costs up to \$700 (including GST) associated with the clinical placement per financial year.

Applicants must meet **ALL** of the following requirements:

- Full-time or part-time postgraduate study at a Victorian university campus OR at the Charles Sturt University Albury/Wodonga campus.
- Studying Postgraduate Psychology
- Placements must be undertaken in regional or rural Victoria (MMM 2-7) OR MMM1-7 for Aboriginal Community Controlled Health Organisation (ACCHO) See [http:// www.doctorconnect.gov.au/](http://www.doctorconnect.gov.au/) for MMM 2-7 location information
- Placements must take place in the same location, at least fortnightly, during the placement period.

## 3. Ineligibility

- Placements undertaken in non-ACCHO placements outside Victoria or in MMM1 locations,
- Applicants who are recipients of any other scholarships or grants received within the 24/25 FY relating to this placement are not eligible to apply for the Student Postgraduate Psychology Placement Grant
- Applications submitted after the placement has concluded.
- Applications submitted for placements that do not commence within the corresponding current funding round

## 4. Eligible Activities

ITEM	CLAIM	ELIGIBLE	INELIGIBLE
Car travel	As per the current ATO rates.	Includes one return trip, within Victoria, per placement week 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.
Non-subsidised accommodation	100% of the total cost can be claimed	AirBnB, Hotels, motels, short-term rentals, cabins, etc.	

## 5. Ineligible Activities

- Taxi fares
- Long term rental costs

## 6. Funding Available


The Student Postgraduate Psychology Placement Grant provides payments of up to \$700.

- Applicants can apply for one grant per financial year
- Funding is available across 2 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.
- Grant will close at the discretion of RWAV once funds are expended.
- Round 1 – Open from 01 September 2024 - 31 December 2024 (round 1 will open in September and include placements that commenced in July and August 2024)
- Round 2 - 01 January 2025– 15 June 2025

## 7. Application Process

All applications must be made through the [MyRWAV portal](#) accessed on the RWAV website. Applications can be submitted up until COB on the final day of placement.

- Complete the Student Postgraduate Psychology Placement Grant Application Form and submit prior to the completion of the placement. The application form can be accessed via the RWAV website.
- Attach written evidence of placement LOCATION, DATES, and DURATION. This can include a screenshot from InPlace (or whatever system your university uses to record placement details) OR an official letter from your placement coordinator or health service confirming your placement.
- Payment of the grant will not be paid until copies of the accommodation tax invoice have been submitted. Applicants can submit tax invoices after each placement block. In instances where an accommodation receipt cannot be provided a statutory declaration may be accepted at the discretion of RWAV.
- If university or health service accommodation is available in the placement location, applicants must utilise this accommodation. University accommodation can be any university (including those that the student does not attend).
- Ensure that all documentation includes the student's name for verification. Payment will not be made without the correct documentation.
- Applications can be submitted up until COB on the final day of the placement period within the corresponding placement round.

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

## 8. 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 14 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 each submission of the required documentation (accommodation tax invoice and RWAV mileage form)
- Funds can take up to ten (10) business days to process after submission of the required evidentiary documentation.

## 9. 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.



## 10. 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. Surveys must be completed within two weeks of receipt. 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.

## 11. 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.

## 12. 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 Manager Strategy and Partnerships, manager Health Workforce Solutions to consider their case.

## 13. More Information

Any questions relating to the Student Postgraduate Psychology 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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