

2024/25 Allied Health Workplace Learning (WPL) Program

Information and Terms and Conditions

Introduction

The HETI Allied Health Workplace Learning (WPL) Program is an education and training grant program and provides financial support to groups of Allied Health Professionals (AHPs) and/or Allied Health Assistants (AHAs) seeking to further develop their knowledge and skills through learning opportunities in the workplace.

Workplace learning (WPL) is critical in building a capable health workforce through the development of work-specific knowledge and skills. WPL can be formal or informal learning opportunities, activities or events and occur within teams/groups of AHPs and AHAs in the workplace.

WPL Program purpose

- To increase access to professional development for AHPs and AHAs, across all geographical areas.
- To improve clinical practice and service delivery through education and training that enhances patient care outcomes.
- To encourage teams to learn and work collaboratively through workplace and team-based training opportunities.
- To support clinical needs-based training that is customised to the context of allied health clinical settings.
- To promote efficiency and cost effectiveness of training through greater access to onsite training and thereby reducing the impact on patient care.

About the WPL Program

Workplace learning (WPL) is critical in building local capability through the development of work specific knowledge and skills to ensure allied health is an agile, responsive workforce.

The WPL Program has two streams:

1. The *Workplace Learning Professional Development (WPLPD) Stream* supports workplace-based training activities within Local Health Districts (LHD) and Speciality Health Networks (SHN). As part of the Program, the LHDs/SHNs are encouraged to consider WPL activities that support evidence-based care with specific and tangible improvements.
2. The *Cross Boundary Grant (CB) Stream* supports professional development for groups of allied health from **more than one** Local Health District (LHD) or Specialty Health Network (SHN). The CB stream supports the identified need for boundary-spanning training activities that enable cross district learning and collaboration to occur. As part of the Program, CB activities include:
 - Training relevant to state-wide interest groups (discipline specific or multidisciplinary)
 - Training that supports many departments to facilitate a state-wide change in practice,
 - Training relevant to groups of AHP/AHA from more than one LHD/SHN who have a working relationship and demonstrate a common training need.

Program Design

The program offers groups of allied health professionals to apply for one-off grants of up to \$4000 for metropolitan and \$4500 for rural and remote areas. Applicants complete an online application form outlining how the education and training will enhance their ability to perform in their current role.

The WPL Program is a merit based and competitive process, where funding is allocated based on priority submission lists from the Director of Allied Health (DAH), that is aligned to FTE of allied health staff within the LHD/SHN, their rurality and available Program funding. The WPL Program and application process is governed by this comprehensive Terms and Conditions.

2024/25 WPL Program Timeline

Event	Date
Workplace Learning Program applications open for both professional development and cross boundary streams	Monday 22 July 2024
Grant funding applications close for both streams	Friday 9 August 2024
Eligible applications emailed to each Director of Allied Health for local prioritisation.	Friday 23 August 2024
Director of Allied Health submission form due to HETI by	Friday 20 September 2024
Cross Boundary submissions reviewed and assessed by HETI Review Committee	Friday 20 September 2024

Event	Date
Notification of submission outcomes for both streams	Friday 25 October 2024
Intra-health invoice raised by Director of Allied Health or delegate before	Friday 6 December 2024
Late submissions cannot be accepted Published timelines are subject to change	

Online Application Process

Applications are managed through MyHETIconnect. An account/profile is required to be created. Once created this profile can be used on an ongoing basis for any HETI scholarships and grants that are available. The registration process will only have to be completed once.

Creating an account/profile:

- The system will require a Date of Birth (DOB) to allow a password reset if needed in the future.
- Enter either a home or work address.
- Confirm Australian Citizenship or Permanent Residency (this is a requirement for other HETI grants, so needs to be included, even though it is not a requirement for these grants).
- Create a password.

Once the registration is complete, the system will showcase all currently open HETI grants and scholarships. The Cross Boundary and Workplace Learning application forms can be found within this list.

Please note: Only one application per person per grant program can be submitted.

Pre learning activity

In 2024, applicants will be asked to consider if the requested WPL/CB activity can be supported by engaging in pre-learning through identifying relevant module(s) contained in HETI My Health Learning (MHL). MHL is the NSW Health eLearning system which provides high quality, self-managed online learning for NSW Health staff. MHL offers health staff access to a diverse range of education and training that builds capability.

The application will require the following steps to be undertaken once the WPL/CB activity has been determined:

- Search My Health Learning for a module(s) on your professional development topic. The My Professional Development: A Compass for Allied Health – Course Code **392571085** clusters My Health Learning modules into six streams and may be of assistance in the search.
- If a module(s) exists, consider how this can be used as pre learning for your training and describe this in your application (i.e. module will be completed prior to the training as pre-learning).
- If a module on the topic does not exist in MHL, or the module is not considered suitable as pre learning, please document this in the application.

For example,

If your training relates to a workshop on Trauma Informed Care (TIC), there are two modules that would be relevant as pre learning for your WPL/CB activity:

- Implementing trauma-informed care – Course code: 427297565.
- Mental Health Pathways in Practice program: Trauma Informed Care – Course code: 351178288.

Who can I contact for more information?

Find more information on the HETI website <https://www.heti.nsw.gov.au/Placements-Scholarships-Grants/scholarships-and-grants>

If you have any questions, please contact the HETI allied health team by email: heti-scholarships@health.nsw.gov.au

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Definitions

Terms	Definition
Allied Health Professional (AHP)	NSW Health categorises the following 23 professions as Allied Health Professionals: Art Therapy, Audiology, Counselling, Dietetics & Nutrition, Diversional Therapy, Exercise Physiology, Genetic Counselling, Music Therapy, Nuclear Medicine Technology, Occupational Therapy, Orthoptics, Orthotics & Prosthetics, Pharmacy, Physiotherapy, Play Therapy, Podiatry, Psychology, Radiation Therapy, Radiography, Sexual Assault Workers, Social Work, Speech Pathology, Welfare Officer
Allied Health Assistants (AHA)	Allied Health Assistants are employed under the supervision of an Allied Health Professional who is required to assist with therapeutic and program related activities
Aboriginal Health Workers and Practitioners	<p>Aboriginal Health Workers work within multidisciplinary healthcare teams to achieve better health outcomes for Aboriginal people and communities and play a key role in facilitating relationships between Aboriginal patients and other health professionals (NSW Health 2018).</p> <p>Aboriginal Health Practitioner (protected title): This position provides direct clinical services to local Aboriginal communities. Aboriginal Health Practitioners perform a range of clinical practice and primary healthcare duties. (NSW Health 2018).</p>
Key Contact Person	The Key Contact Person is responsible for submitting the application on behalf of the group. Responsibilities also include notification of changes to the WPL activity, invoices and submitting an evaluation on the WPL activity
Director of Allied Health (DAH)	The Director of Allied Health is the Director for the whole district or network and is a member of the Allied Health Director Advisory Network. The DAH is responsible for completing the submission form in consultation with relevant Directors of Pharmacy, Medical Radiation Sciences and Mental Health. A table of contact details is contained within the terms of conditions of this document.
NSW Health Districts and Networks	<p>NSW Health includes Local Health Districts, Specialty Health Networks, Schedule 3 organisations as per http://classic.austlii.edu.au/au/legis/nsw/consol_act/hsa1997161/sch3.html</p> <p>These grants are not available for the Ministry of Health or Pillar organisations.</p>
Rural and Remote	Rural and Remote refers to areas located outside of major cities defined by official geographical classifications. The Modified Monash Model should be used to assist in determining whether you are located in rural or remote health area https://www.health.gov.au/topics/rural-health-workforce/classifications/mmm#how-to-find-current-areas-under-the-mmm
Workplace	'Workplace' in this program refers to a facility within NSW Health
Workplace learning	Can be formal or informal learning opportunities, activities or events and occur within teams/groups in the workplace.
Local Health District (LHN) Speciality Health Networks (SHN)	There are 15 LHDs (eight covering the Sydney metropolitan region and seven covering rural and regional NSW) and two specialist networks focus on children's and paediatric services, and justice health and forensic mental health. A third network operates across the public health services provided by St Vincent's Health Network.

Workplace Learning (WPL) Professional Development Grant Stream Terms and Conditions

Eligible teams of allied health professionals and/or assistants can apply for one-off grants of up to \$4,000 for metropolitan and \$4,500 for rural and remote areas to support access to workplace learning opportunities which will enhance their ability to perform in their current role. The additional funding assists rural and regional areas to meet any further costs associated with location, such as presenter travel.

Application requests greater than this amount may be considered and must have formal pre-approved support from the LHD or SHN Director of Allied Health. Once this has been obtained, the applicant is required to contact HETI to discuss the requested amount prior to submission of the application.

The applications for this Program will be coordinated by the Director of Allied Health for each LHD or SHN. Each Director of Allied Health will be provided with an estimated budget amount based on the FTE of allied health staff in the LHD or SHN, rurality and funding available from HETI. LHDs and SHNs are encouraged to consider within their range of applications, that the professional development activities:

- Are workplace and team based within one LHD or SHN.
- Focus on improvement or a change to workplace or clinical practice.
- Link to local unmet training needs of teams and workplaces.
- Demonstrate value for money (e.g., benefitting as many AHPs as possible).
- Are a priority learning need for the LHD or SHN.
- Are inclusive of allied health in Mental Health, Community, Pharmacy and Medical Imaging where appropriate.
- Support the implementation of current research and/or evidence-based practice.

ELIGIBILITY

To be eligible to apply for the Program, the proposed activity will:

- Seek to develop and/or support Workplace Learning (WPL) opportunities which will occur onsite in the workplace (i.e., in LHD/SHN facilities) unless there is a specific justification to be off site.
- Focus on improvement or a change to workplace or clinical practice.
- Link to current local unmet training needs of teams and workplaces.
- Support a group of three or more people, predominantly (at least 75%) AHPs and/or AHAs.
- Demonstrate value for money (e.g., benefitting as many AHPs as possible).
- Be completed by the 30 June 2025.
- Include a current up to date quote for the training activity or event in the submission, if WPLPD activity involves an external presenter/facilitator.
- Link to My Health Learning module (where applicable).
- One application is submitted per stream only (e.g. an applicant cannot apply for the same activity in both streams).

HETI will reject any application on the following grounds:

- A request is made for individual funding. This includes individual enrolment or registration for online or face-to-face courses, TAFE courses or conferences. This includes groups of staff enrolling in an online course at the same time.
- A request for the hosting or funding of external courses, conferences, post-graduate/tertiary qualifications, or courses that require a formal assessment and result in a qualification or certification (e.g., ClinCAT, LSVT, Montreal MOCA).
- Applicant is requesting funding for the receipt of any form of supervision, mentoring or coaching (e.g., individual or group).
- Professional development for the primary purpose of meeting registration requirements (e.g., Psychology supervision training)
- Applications requesting more than \$4,000/\$4,500 (see above) without written preapproval from the District or Network Allied Health Director and in consultation with HETI.
- Applicant is requesting funding for:
 - products which are intended for direct patient care (e.g., patient equipment / patient treatment/ clinical equipment / clinical consumables / clinical assessments/ clinical programs).
 - information Technology (IT) hardware and/or audio-visual equipment. Software or licences for learning management platforms (e.g., Moodle).
 - subscriptions for educational teaching software.
 - journal subscriptions.
 - operational activities including:
 - strategic planning forums.
 - implementation of guidelines.
 - framework development.
 - any staff backfill costs.
 - development of education and training packages, courses, or resources.
- Undeclared or unaddressed conflicts of interest.

Please note, only one application per team and per stream will be accepted and applications can only be received from NSW Health employees.

SPECIAL CONSIDERATIONS

Hybrid Virtual Classroom Learning

There are a growing number of online learning options available. The intent of the WPL program is for group learning to occur in the workplace. This approach includes virtual classrooms or workshops.

A virtual workshop is a structured live, online classroom style delivery method for training and professional development. For example, training where the presenter is online and presenting to a

workplace group gathered physically in one place or across a few workplace sites. For example, a trainer in Sydney presents online to small groups located at Orange, Bathurst, and Mudgee.

Inclusion of staff external to NSW Health

In some circumstances, such as in rural areas, the training may be opened to external registrations (i.e. staff who do not work for NSW Health) to support patient shared care practices. In this instance the ratio and established working relationship should be discussed with HETI prior to applying.

Educational Tools

Funding for the purchase of educational tools for example printing for the day, excluding teaching software, products or equipment may be considered in consultation with HETI.

Staff time to deliver training

Training requests where the trainer is a current NSW Health employee (and where state-wide training is not part of their role or award) will be assessed on a case-by-case basis and must have the support of the line manager. It is not the intention of the program for NSW Health departments or individuals to be paid to deliver training to other NSW Health departments or colleagues. In this instance, please contact HETI to discuss requirements such as registered ABN, approved secondary employment and potential conflict of interest that may exist where the presenter is already an employee of NSW Health.

Please contact HETI-Scholarships@health.nsw.gov.au to discuss any of these training considerations prior to submission.

SELECTION CRITERIA

The following selection criteria is required to be address in the application.

- Description of proposed WPL activity (including detailed plan and purpose of the activity. Clear information about the education provider, audience, location, and timeframes. Include a training outline where possible)
- Description of how this activity meets LHD/SHN priorities or local criteria provided by the Director of Allied Health
- Description of how this workplace learning activity will improve clinical/workplace practices or patient care.
- Description of how this workplace learning activity will link to current unmet team or workplace education and training needs.
- Description of how this workplace learning activity will demonstrate value for money.
- Linking to a My Health Learning Module/s (if applicable) to support that are relevant pre-learning and preparation for training.
- Description of how the education and training can contribute to building the capacity of the service to support the delivery of clinical and other services for Aboriginal people. (e.g. closing the gap, access, cultural safety, community partnerships)
- Evaluation approach for the proposed WPL activity (including purpose, evaluation focus questions, data sources, methods, and dissemination)

- Description of the budget including specific information on all items requested. Quotations are essential and quotes should not include catering (it will be removed from requested amount if included)

APPLICATION PROCESS

- Key contact person prepares a workplace learning professional development application.
- Key contact person submits their application using the online MyHETIconnect, before Friday 9 August 2024.
- HETI will email eligible applications to DAH on Friday 23 August 2024 for prioritising, in consultation with relevant stakeholders where appropriate (e.g. Directors of Pharmacy, Medical Imaging, Mental Health, Community Service) based on local priorities.
- The DAH completes their submission form and submits this to HETI via the HETI Scholarships email by Friday 20 September 2024 - HETI-Scholarships@health.nsw.gov.au.

FUNDING

Each WPLPD application has an individual grant limit however the LHD/SHN will also have a submission budget limit. This submission budget limit will be determined by the FTE of allied health staff and available funding. The aim of this limit is to increase the equity of access to training across the state. Funds can be used to pay for the WPLPD opportunity (e.g., speakers, venue) or support the opportunity (e.g. presenter travel and accommodation). Rural LHDs or metropolitan LHDs with rural staff will have a proportionally larger submission budget limit to assist in meeting any further costs associated with location such as travel to the workplace for an educator.

Submission of an application does not guarantee funding. The overall funding available for the 2024/25 WPL Program is finite, and therefore allocation of funds will be determined by local priorities that meet the eligibility criteria. Funding is subject to NSW Health budgetary guidelines and approvals.

**Grants are awarded at the absolute discretion of HETI.
The decision is final and there will be no appeal mechanism.**

SUBMISSION CHANGE

If circumstances change and the training is not able to be delivered, the key contact person must advise HETI as soon as possible. The funds allocated to the application may be reallocated if appropriate in consultation with HETI.

CHANGE OF EDUCATION PROVIDER

In the circumstance of an education provider no longer having availability to deliver the training within required timeframes, the key contact person must advise HETI as soon as possible.

CHANGE OF KEY CONTACT

In circumstances where the key contact changes, HETI must be notified of a new contact person.

EVALUATION REPORTING

There is a requirement that the key contact person for each activity completes an evaluation report for HETI upon the completion of the WPLPD activity and submits to HETI by 30 July 2025. Evaluation reports will be used as part of the evaluation of the effectiveness of the WPLPD program itself and the effectiveness of the training conducted using the HETI funds. A summary report will be sent to the Director of Allied Health outlining the outcomes of the funded training for their LHD/SHN.

INVOICE PROCEDURE

Following the notification of successful grant applicants, the Director of Allied Health for each LHD/SHN will be asked to raise one invoice that includes all the funds being transferred from HETI to their designated LHD/SHN. Once this occurs, applicants can use local finance processes to access and pay expenses included as part of their grant. The invoicing should include both WPL and CB grants for their LHD/SHN.

TABLE 1: 2024 DISTRICT AND NETWORK DIRECTORS OF ALLIED HEALTH

District or Network	DAH/Rep
Central Coast	Adam Cruickshank
Hunter New England	Kim Nguyen
Illawarra Shoalhaven	Sue-Ellen Hogg (Acting)
Justice Health, Forensic Mental Health Network	Connie Galati (Acting)
Far West	Melissa Welsh
Murrumbidgee	Emma Field
Mid North Coast	Jill Wong
Nepean Blue Mountains	Karen Arblaster
Northern NSW	Kathryn Watson (Acting)
Northern Sydney	Julia Capper
Sydney	Sarah Whitney
Sydney Children's Hospital Network	Bobbi Henao Urrego
South Eastern Sydney	Claire O'Connor
Southern NSW	Lou Fox
South Western Sydney	Sue Colley

St Vincent's Health Network	Margaret Lazar
Western Sydney	Luke Taylor (Acting)
Western NSW	Angela Firth

Cross Boundary (CB) Grant Stream Terms and Conditions

The Cross Boundary Grant stream is for groups of allied health from **more than one** LHD/SHN to apply for one-off grants of up to \$4,000 for metropolitan areas to support access to workplace learning opportunities which will enhance their ability to perform in their current role. Grants to the value of \$4,500 are available for rural and remote areas to support access to workplace learning opportunities which will enhance their ability to perform in their current role. To qualify for the additional funding, there must be a minimum of 50% rural participants. This aims to assist in meeting any further costs associated with location, such as travel for the presenter.

Examples of cross boundary activities are detailed below:

- Workshops relevant to state-wide groups, both discipline specific and multidisciplinary interest groups
- Training that could facilitate a state-wide change in practice across LHD/SHNs.
- Training relevant to groups of AHP/AHA's who have an existing working relationship from more than one LHD/SHN and share a common training need due to existing relationship.

ELIGIBILITY

To be eligible to apply for the Program, the application must demonstrate:

- The group requesting the funding is predominantly (at least 75%) AHPs and/or AHAs with representation from AHPs and/or AHAs.
- In some circumstances, such as in rural areas, the training may be opened to external registrations (i.e. staff who do not work for NSW Health) to support patient care and workplace practices. In this instance the ratio and established working relationship should be discussed with HETI.
- The group is comprised of three (3) or more people.
- Activity is completed by 30 June 2025.
- Inclusion of a current up to date quote for the training activity or event in the submission if CB activity involves an external presenter/facilitator.
- Support from the Director of Allied Health from the main contact persons LHD/SHN.
- Application has been made for CB stream only (an applicant cannot apply for the same activity in both streams).

HETI will reject any application on the following grounds:

- A request is made for individual funding. This includes individual enrolment or registration for online or face-to-face courses, TAFE courses or conferences. This includes groups of staff enrolling in an online course at the same time.
- A request for the hosting or funding of external courses, conferences, post-graduate/tertiary qualifications, or courses that require a formal assessment and result in a qualification or certification (e.g., ClinCAT, LSVT, Montreal MOCA).
- Applicant is requesting funding for:
 - the receipt of any form of supervision, mentoring or coaching (e.g., individual or group)

- professional development for the primary purpose of meeting registration requirements (e.g., Psychology supervision training)
- products which are intended for direct patient care (e.g., patient equipment /patient treatment/ clinical equipment / clinical consumables / clinical assessments/clinical programs)
- subscriptions for educational teaching software
- Information Technology (IT) hardware or audio-visual equipment. Software or licences for learning management platforms e.g., Moodle
- journal subscriptions.
- operational activities including:
 - strategic planning forums
 - implementation of guidelines
 - framework development
- staff backfill for time to prepare educational materials and/or develop training programs for other staff.
- any staff backfill costs.
- development of education and training packages, courses, or resources
- Undeclared or unaddressed conflicts of interest

Please note, only one application per team and per stream will be accepted and applications can only be received from NSW Health employees.

SELECTION CRITERIA

Each eligible application will be assessed on merit, quality, and impact on clinical practice against the following selection criteria:

- Description of proposed CB activity (including detailed plan and purpose of the activity. Clear information on name of education provider, audience, location, and timeframes. Include a training outline where possible).
- Description of existing working relationship between the group members including frequency of working together and reason for connection.
- Justification based on evidence of why proposed cross boundary activity is important for the cross-boundary group and the positive improvement to workplace/clinical practices or patient care outcomes (including reference to EBP, literature, data and/or links to NSW Health documents). Consider how the training would change current practice.
- Learning objectives that are specific and measurable of the proposed cross boundary activity.
- Linking to a My Health Learning Module/s (if applicable) to support relevant pre-learning and preparation for training.
- Description of how the education and training can contribute to building the capacity of the service to support the delivery of clinical and other services for Aboriginal people. (e.g. closing the gap, access, cultural safety, community partnerships).
- Evaluation approach for the proposed CB activity (including purpose, evaluation focus questions, data sources, methods, and dissemination).

- Description of the budget including specific information on all items requested. Quotations are essential and quotes should not include catering (it will be removed from requested amount if included).

APPLICATION PROCESS

- Key contact person prepares a cross boundary application.
- Key contact person gains written endorsement via email from their LHD/SHN Director of Allied Health (DAH).
- The key contact person submits both the application and DAH endorsement using the online MyHETIconnect, before Friday 9 August 2024.
- The contact person will receive an email from HETI, acknowledging the submission.

FUNDING

The total amount funded, up to a maximum of \$4,000 (inclusive of GST) per application, will depend on available funding. Funds can be used to pay for the CB opportunity (e.g., speakers) or support the opportunity (e.g. presenter or participant travel and accommodation). Additional funding is available for groups that include AHPs and AHAs from rural and remote areas. To qualify for the additional funding, there must be a minimum of 50% rural participants attending the educational event who would benefit from the additional funding. Eligible groups may request up to \$500 extra in addition to the maximum available grant of \$4,000. This aims to assist in meeting any further costs associated with location, such as travel for the presenter or participants (participant approval for travel will be at the discretion and arrangement of the LHD's/SHN and confirmation is required prior to submission of application).

Submission of application does not guarantee funding. The overall funding available for the 2024/25 HETI Allied Health Cross Boundary Grant Program is finite, and therefore allocation of funds will be determined on merit against the selection criteria. Funding is subject to NSW Health budgetary guidelines and approvals.

If grant funding does not cover the entirety of the proposed CB activity, additional funds will need to be sourced by the applicant, independent from HETI. In this event it is necessary for the applicant to indicate how the gap in funding will be addressed. If the funding gap is not addressed, the application will not be considered for funding.

Only one application per group will be accepted. This includes only one application per network/advisory group. The composition of the group must be clearly outlined in the application. Multiple applications from the one Key Contact Person or from multiple network/advisory groups for the same CB activity will not be accepted. Priority may be given to groups who have not previously received funding for a Cross Boundary grant.

**Grants are awarded at the absolute discretion of HETI.
The decision is final and there will be no appeal mechanism.**

SUBMISSION CHANGE

If circumstances change and the training is not able to be delivered, the key contact person must advise HETI as soon as possible. The funds allocated to the application may be reallocated if appropriate in consultation with the HETI.

CHANGE OF EDUCATION PROVIDER

In the circumstance of an education provider no longer having availability to deliver the training within required timeframes, the key contact person must advise HETI as soon as possible.

CHANGE OF KEY CONTACT

In circumstances where the key contact changes, HETI must be notified of a new contact person.

EVALUATION REPORTING

There is a requirement that the key contact person for each activity completes an evaluation report for HETI upon the completion of the CB activity and submits to HETI by 30 July 2025.

Evaluation reports will be used as part of the evaluation of the effectiveness of the CB program itself and the effectiveness of the training conducted using the HETI funds. A summary report will be sent to the Director of Allied Health outlining the outcomes of the funded training for their LHD/SHN.

INVOICE PROCEDURE

Following the notification of successful grant applicants, the Director of Allied Health for each LHD/SHN will be asked to raise one invoice that includes all the funds being transferred from HETI to their designated LHD/SHN. Once this occurs, applicants can use local finance processes to access and pay expenses included as part of their grant. The invoicing should include both WPL and CB grants for their LHD/SHN.

Who can I contact for more information?

Find more information on the HETI website <https://www.heti.nsw.gov.au/Placements-Scholarships-Grants/scholarships-and-grants>

If you have any questions, please contact the HETI allied health team by email:
heti-scholarships@health.nsw.gov.au

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