



Department of
**Jobs, Tourism, Science
and Innovation**

Western Australian International Education Collaborative Familiarisation Fund 2022-23

Guidelines

Addendum 1 – 8 December 2022



1. Addendum 1 – 8 December 2022

Applicants are advised of the following Addendum to the Western Australian International Collaborative Familiarisation Fund 2022-2023 (the Fund) Guidelines and application form.

1.1. Eligibility criteria– Clarification

As per section '2. Eligibility criteria' a proposed familiarisation program must be within the below travel dates. Familiarisation programs that fall outside of these travel dates are not eligible for the Collaborative Familiarisation Fund.

Activity	Travel Date
First arrival date in Perth	Wednesday 7 December 2022 (9am)
Last departure date from Perth	Saturday 30 September 2023 (11:59pm)

1.2. How to apply – Clarification

As per section '4. How to apply' a sample of the proposed familiarisation program itinerary needs to include the number of travellers, the agency or partner name that the invited traveller is from, proposed dates of travel, sample activities, involved collaborative partners and locations. The Department of Jobs, Tourism, Science and Innovation notes this documentation may evolve as your program develops, a final version of this itinerary will form part of the Outcome Report.

1.3. Timeframes – Clarification

As per section '6. Timeframes' the following amendment has been made to provide clarity on the timeframes relevant to the Collaborative Familiarisation Fund.

Activity	Application Round 1 (AWST)
Application Open	Wednesday 7 December 2022 (9am)
Application Close	Tuesday 28 February 2023 (7pm)
Assessment	Up to 6 weeks for each submitted application
Applicants informed of outcome	Up to 2 weeks post assessment completion
Successful Applicant to sign Agreement with the Department	Within 2 weeks of the outcome notification



Successful Applicant to submit invoice for approved funding amount	Within 4 weeks of execution of Agreement, no later than Tuesday 30 May 2023 (7pm)
Payment to applicant	Within 3 weeks of invoice submission
Outcome Report	Within 4 weeks of the familiarisation program end date (attendee departure date from Perth)

1.4. Glossary Addition

Under ‘Glossary’ of the Guidelines, applications to the fund have been informed definitions for the purpose of the Guidelines.

The following provides additions to the Glossary for ‘Collaborative’ and ‘Outcome Report’

Term	Definition
Agreement	A legally binding formal agreement that outlines non-negotiable terms, conditions, obligations and reporting requirements.
Applicant	The WA education provider or government partner identified in the application process.
Application	An application (or relevant part of an application) to the Western Australian International Education Collaborative Famils Fund including supporting/additional information.
Collaborative	Produced by or involving three or more parties working together towards a common purpose.
Guidelines	The document titled "Western Australian International Education Collaborative Famils Fund. Guidelines, FAQs and Terms and Conditions".
Outcome Report	A documented report providing an overview of the finalised attendee list, itinerary, the achieved outcomes and expenditure.
Western Australian Government Ministerial Mission	An overseas visit led by Western Australian Ministerial staff member.
Western Australian Government Sister-State Agreement	A relationship guided by a memoranda of understanding that outlines cooperation for pursuing mutually beneficial social, educational, scientific and cultural outcomes.