



PRODUCT OFFERING

For organisations or community groups that would like to hold a course for a group of people, the following course options are available:

Course Type & Size	Cost Venue Included	Cost Use Own Venue
Up to 12 Participants – 5 day course (Standard, Youth, Older Person, Aboriginal & Torres Strait Islander)	\$41,400	\$38,900
Up to 22 Participants – 5 day course (Standard, Youth, Older Person, Aboriginal & Torres Strait Islander)	\$75,900	\$73,400
Up to 12 Participants – Teen Course (4 day course)	\$24,120	\$22,120
Up to 22 Participants – Teen Course (4 day course)	\$44,220	\$42,220

These prices represent a \$100 per person reduction in the course fee compared to a public course.

Timing for Courses

Private Course bookings must be made at least 40 days in advance of the agreed course delivery date. Please see the 'course timeline overview' for details on requirements and timelines to effectively deliver a course.

Please call our Customer Experience Manager on 03 9079 0223 to check your preferred dates & location availability.

Private Course Standard Terms & Conditions

New Instructors Only

- Private courses are provided for new Instructor training only.
- Participants who are re-accrediting or adding another speciality must enrol in our standard public courses.



Nominated Course Organiser

- An individual must be nominated as the course organiser for the course and all activities to deliver the course will be directed to this individual.
- MHFA is not able to deal with all individual participants on private courses directly. It will be the responsibility of the nominated course organiser to fulfil this liaison function.

Payment

- Payment is required in full at least 30 days prior to the course date.
- Failure to pay by 30 days prior to scheduled course date will result in course

cancellation.

Participant Assessment & Enrolment

- All nominated participants are required to be assessed by MHFA to be suitable to complete the course. (*Link to the assessment criteria*). All nominated participants will receive a link to complete the assessment.
- All nominated private participants must have completed their assessment requirements at least 21 days prior to the course start date. No new participants will be accepted for assessment after this time.
- Course enrolment numbers for the course will be finalised no later than 14 days prior to the course commencement, even if there are unfilled spaces at that time.

Venue Conditions

- If providing your own venue, the venue must be a suitable and an appropriately sized environment for the group to participate in a training room for 5 full days.
- We may require further information to assess venue suitability.

Course Delivery

- The course will be delivered as per our standard courses – there will be no tailoring or editing for individual organisations or communities.

Course Date

- Any change to a course commencement date must be made no less than 30 days prior to the original booked course date.
- A course date may be changed once, with a minimum of 30 days' notice prior to the original booking and the course must be rescheduled to occur within 3 months of the original booking.

Course Fees

- Private course costs are payable in full at least 30 days prior to the course commencing.
- No refunds will be provided if participant numbers are lower than the maximum course number (12 or 22).

Course Delivery

- The private course will be delivered over 5 consecutive days (4 for the Teen Course), commencing from the agreed start date.

Refunds

- Once a course is booked and paid – no refund will be provided.
- See 'Course Dates' for the option to reschedule the course.

Training Kits

- A training kit will be provided to each participant that successfully passes accreditation at the end of the course.

COURSE TIMELINE OVERVIEW

Book Course – at least 40 days in advance of agreed course delivery date.



Course Date Change – must be advised at least 30 days prior to booked course date. Course must be rescheduled within 3 months.



Nominated Participant Assessments Close – 21 days prior to course date. Assessment information for all nominated participants must be provided at least 21 days prior to the course date.



Participant Enrolment Numbers Finalised – 14 days prior to course commencement date
(All participants must have been assessed & approved)



Course Delivery