

Training Services Terms and Conditions

By booking training with the Western Australian Association for Mental Health (WAAMH) you agree to be bound by the terms and conditions outlined in this document. WAAMH may modify this agreement from time-to-time with changes effective at the time of posting it on our website: www.waamh.org.au.

1. Training Services

WAAMH offers the following training:

- **Semester Training Courses**

A bi-annual schedule of professional development courses booked online on a per participant basis. View the schedule at <https://waamh.org.au/events-and-training>.

- **Contract Training Courses**

A selection of courses is available for delivery at the location of your choice. To make an enquiry: <https://waamh.org.au/sector-development-and-training/contract-training>.

- **Interactive Learning Sessions**

A selection of WAAMH's courses redeveloped for delivery across an online platform. Included in WAAMH's Semester Course schedule and available for contract bookings. View further details: <https://waamh.org.au/sector-development-and-training/mental-health-training/interactive-learning-sessions>.

2. Bookings and Payment

Courses are booked and paid for as follows:

Course	How to Book	How to Pay
Semester Training Courses	Book on-line: https://waamh.org.au/events-and-training	Pay in full as part of registration.
Contract Training Courses	To enquire: https://waamh.org.au/sector-development-and-training/contract-training	<ul style="list-style-type: none"> • Pay by invoice. • A non-refundable 25% deposit is due immediately to secure your booking. • The balance is due on or before the day of delivery.

3. Cancellations

Course	Cancellation Policy
Semester Training Courses	<p>If a participant is unable to attend, they may:</p> <ul style="list-style-type: none"> • Send somebody else along in their place. • Transfer to another calendar course, where there is space available at any time within 6 months of the cancellation. • If *14 days (or less) notice is given, another person may be sent along instead to fill the place. If this is not possible, the full payment of the workshop will be forfeited as credits cannot be issued if cancellations are made with less than *14 days (or less) notice. • Refunds are available where more than 14 days' notice is provided. • If a person does not turn up on the day of a training course, no refund or transfer to another course is available.
Contract Training Courses	<p>A course cancelled in *14 days (or less) prior to the scheduled date will be subject to the following:</p> <ul style="list-style-type: none"> • A cancellation fee of \$200 will apply and a separate invoice will be generated to cover the additional cost. • The new date for the rescheduled booking to be decided on no later than four weeks after the original cancelled booking date. A 6-month window is available to select a new date for the rescheduled course. • If no course is re-booked within the 6-month window, the deposit is forfeited. • If the same or a similar course is rescheduled within 6 months of the cancelled date, the deposit will be transferred in full. <p>A course cancelled in 48 hours or less (business days) prior to the scheduled date, will be subject to the following:</p> <ul style="list-style-type: none"> • A cancellation fee of \$200 will apply and the 25% deposit forfeited.
<p>On occasions WAAMH may be required to cancel a training course. If this occurs participants can transfer their credit to another course, or if there is no suitable course, request a full refund.</p>	

4. Fee Structure

4.1 Semester Training Courses

Fees for semester (in person) training courses are:

Inclusions	Day	Full Members 20% discount	Associate Members 10% discount	Non- Members Standard price	Approved Scholarship 90% discount
<ul style="list-style-type: none"> Maximum of 24 participants Training materials Certificates of completion 	Two day	\$489.60	\$580.80	\$612	\$112.40
	One day	\$232.00	\$261.00	\$290	\$29.00
	Half day	\$120.00	\$135.00	\$150	\$15.00

Prices include GST.

Pricing shown for Semester Courses is per participant.

4.2 Contract Training Courses

Fees for contract training course delivery in the Perth metro area are:

Inclusions	Day	Full Members 20% Discount	Associate Members 10% Discount	Non-Members Standard Price
<ul style="list-style-type: none"> Maximum of 24 participants Training materials Certificates of completion 	Two day	\$4,992	\$5,616	\$6,240
	One day	\$2,496	\$2,808	\$3,120
	Half day	\$1,600	\$1,800	\$2,000

Prices exclude GST.

- Multiple day courses are based on the one-day rate.
- Customising or commissioning work that is required to alter or design a training course will be quoted separately.
- Regional training incurs additional costs.
- Additional facilitator cost of \$800 + GST if another trainer is required.

4.3 Mental Health First Aid (MHFA) Courses

MHFA Standard and Youth two-day courses are available for contract (inperson) bookings with an additional cost applying (for manuals) to the standard fees outlined above.

- \$32 + GST per person (manual cost).

4.4 Interactive Learning Sessions

WAAMH's online Interactive Learning Session (ILS) training courses are available as Semester or Contract Courses.

Prices for **Contract Interactive Learning Sessions** are as follows:

Inclusions	Day	Full Members 20% Discount	Associate Members 10% Discount	Non-Members Standard Price
<ul style="list-style-type: none"> Maximum of 16 participants Training materials including pre-reading Certificates of completion 	2 Session ILS	\$2,496	\$2,808	\$3,120
	4 Session ILS	\$4,992	\$5,616	\$6,240

Prices exclude GST.

- Customising or commissioning work that is required to alter or design a training course will be quoted separately.
- Pricing per contract course is for a maximum of 16 participants.

Prices for **Semester Interactive Learning Sessions** are as follows:

Inclusions	Day	Full Members 20% Discount	Associate Members 10% Discount	Non-Members Standard Price
<ul style="list-style-type: none"> Maximum of 16 participants Training materials Certificates of completion 	2 Session ILS	\$232.00	\$261.00	\$290.00
	4 Session ILS	N/A	N/A	N/A

Price includes GST.

Pricing shown for Semester Courses is per each participant.

***14 days denotes to 14 consecutive calendar days**