



## Terms and Conditions for Tresillian Health Professional Continuing Education Courses

Education Professional Practice and Innovation Centre

### ***COURSE FEES***

Courses and resources are FREE to Tresillian staff.

The following courses and resources are FREE to Sustaining New South Wales Families (SNF) training course participants

- Keys to Caregiving
- NCAST
- Home inventory
- Infant mental health
- Promoting maternal and infant mental health

For those Local Health Districts for which Tresillian has a Service level Agreement or partnership, there is **no charge** for the tuition of Keys to Caregiving, Family Partnership Training, and Sleep and Settling ONLY. Resources will be on a loan basis, with the option of purchasing.

- Sydney
- Nepean Blue Mountains
- Hunter New England
- Murrumbidgee
- Mid North Coast
- Northern
- Southern
- Western
- Far West
- Nepean Blue Mountains

The following charges apply for ALL applicants who are from

- A private organisation
- Regional NSW Health Local Health Districts
  - Illawarra Shoalhaven
  - Central Coast
- NSW Health Local Health Districts within the Sydney metropolitan area WITH THE EXCEPTION OF Sydney Local Health District and Nepean Blue Mountains Local Health District
- Other organisations not listed above

- SNF program (except for those courses listed above)

<b>Course</b>	<b>Fees</b>
Keys to Caregiving	\$350 (includes resource) \$50 resource (if purchasing separately)
Infant Mental Health	\$200
Promoting Maternal Mental Health (PMMH)	\$450 (includes resource)
Infant Sleep and Settling	\$200
Infant Feeding	\$200
Family Partnership training (FPT)	\$1600 (includes resource) \$120 resource (if purchasing separately)
NCAST 6 day program (3 days Feeding; 2 days Teaching, 1 day implementation)	\$2000 (includes resources)
FPT refresher 1 day	\$300
NCAST recertification 2 days	\$600
Home inventory 1 day	\$300

These course fees are based on \$200 a day for Tresillian developed courses, and \$300 a day for those courses with external curriculum (Keys to Caregiving, FPT, PMMH, NCAST). The additional cost is for resources/publications. If payment is not received (where applicable), a certificate of course completion will not be provided until payment is made.

Upon enrolment, a confirmation email will be generated by the online booking system. When paying for courses, a receipt will also be generated. Please check your spam if you don't receive a receipt and/or enrolment confirmation. For any ongoing issues, please email [TFCC-Education@health.nsw.gov.au](mailto:TFCC-Education@health.nsw.gov.au)

All course fees pertain to both virtual and face to face delivery. For virtual courses, the participant must always have their camera on. Please check your IT prior to the commencement of the course.

When enrolling, please ensure that a current and correct mailing address is provided. If mailed items are returned to Tresillian due to an incorrect mailing address being provided, the applicant will be required to pay postage costs for re-mailing. This may mean that you do not receive course resources prior to course commencement.

### ***Refund policy***

Course fees will be refunded (or transferable to a future course) if notification is received no later than two weeks prior to course commencement.

Course fees will be refunded 50% if notification is received within the two weeks prior to course commencement. Course fees will not be transferable to future courses.

In unforeseen and exceptional circumstances where an applicant is unable to advise of inability to attend within the desired time frame, please contact the Director, Workforce Learning and Development via [TFCC-Education@health.nsw.gov.au](mailto:TFCC-Education@health.nsw.gov.au)

***Cancellation of courses by Tresillian***

In the event a course is cancelled, enrolled staff will be advised via email [TFCC-Education@health.nsw.gov.au](mailto:TFCC-Education@health.nsw.gov.au). Enrolled staff will have the option of a full refund, or transfer of the enrolment to a future course.

***Contact details***

For further information, please contact (02) 9432 4015 or email [TFCC-Education@health.nsw.gov.au](mailto:TFCC-Education@health.nsw.gov.au)