



## TRAINING FEES & CANCELLATION POLICY

### NORTHERN METROPOLITAN REGION HACC TRAINING PROGRAM

#### **Free training**

The northern metropolitan region HACC training program is funded by the Victorian Government Department of Health to provide relevant, free training to all employees and volunteers of funded Home and Community Care organisations and pension only Supported Residential Services in the Northern Metropolitan Region of greater Melbourne.

#### **Failure to attend fee**

With approval of the Victoria Government Department of Human Services, the Regional HACC Training Committee introduced a policy early in 1998 to charge people who registered but failed to attend workshops without reasonable notice a fee of \$65.00. This policy aims to ensure that training is accessible to as many participants as possible in the region, thus maximising the training dollars.

#### **Cancellation of registration for training**

It is requested that those who have registered to attend training, but later find that they are unable to attend that training, provide 48 hours notice of their inability to attend to the trainer or training provider named on the workshop flyer. In this case no cancellation fee will apply. If less notice or no notice of a person's intention to retract a workshop registration is given, the failure to attend fee mentioned above may apply.

#### **Contact the Northern Metropolitan Region HACC Training Advisory Committee**

Contact with this Committee may be made via the Northern Region HACC Training Coordinator. Please call: Gerri McDonald 03 8319 7417 or email: [geraldinem@mchs.org.au](mailto:geraldinem@mchs.org.au) for assistance.