

2025 -2026



Braeside

SWSLHD Course Information & Application Package





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Education and Organisational Development Service

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Welcome

Welcome to the South West Sydney Local Health District (SWSLHD) Course Information and Application Package!

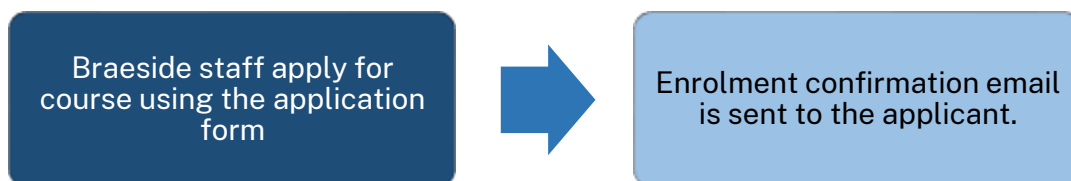
This document contains important information on how to access our courses, as well as how to enrol and unenroll in our programs. You will also find details about fees, including terms and conditions.

Please note that this pack focuses exclusively on Continuing Professional Development (CPD) courses offered by SWSLHD. Information regarding Nationally Recognised Training courses is not included.

This document is intended to be read alongside our [Course Catalogue](#) and application form. With over one hundred engaging and industry-relevant education and training courses available, we are confident that you will find a program that helps your staff achieve their learning and professional goals.

Course Application and Enrolment

1. Braeside staff can only apply for Continuing Professional Development (CPD) courses. They cannot apply for nationally recognised qualifications.
2. A [Course Catalogue](#) of over one hundred engaging and industry-relevant education and training programs designed to help you achieve your learning and professional goals is located on our website.
3. **ALL** courses delivered by SWSLHD attract fees in line with the fee schedule. This includes mandatory training programs including but not excluding, Respecting the Difference, Maternal Safety and Violence Prevention.
4. All applications are submitted via the Application form and submitted to SWSLHD-EducationOD@health.nsw.gov.au
5. The SWSLHD LMS Administrator will enrol the applicants into relevant courses.
6. An automated email from MHL will be generated confirming enrolment.



Course Cancellation

If the Braeside staff member wishes to cancel their enrolment, they can do so by logging on to MHL and un-enrolling from the class they are enrolled in.

- Cancellation by Braeside staff member **must** occur within **48 hours'** notice of course commencement to avoid penalty. A courtesy email to notify staff of the participants withdrawal to SWSLHD-EducationOD@health.nsw.gov.au is requested.
- Courses cancellations **on the day or up to the 48-hour window will be charged 100%** of the course fees.
- Staff who do not attend the training will be marked as 'No Show' in MHL.

If EODS cancels a class, standard cancellation procedure will be followed. An email notification will be sent to all enrolled participants including Braeside staff notifying them of class cancellation. Braeside will not be charged for the booked staff member.

Fee Schedule

1. The following fee Schedule is effective from 01 July 2025 – 30 June 2026.
2. The fee schedule is subject to annual review.
3. All Nationally Recognised training courses are GST free. Professional Development courses are subject to Goods and Services Tax (GST).
4. EODS will raise an invoice every quarter (April, July, October and January) for payment.
5. The fees listed below are inclusive of GST. GST will be applied in accordance with applicable Australian taxation laws.

Course Duration	Other NSW Health Staff & Non-Government Organisations (NGOs)	Private agencies/Full fee-paying
Half day (per person)	\$135	\$200
One day (per person)	\$215	\$320
Two days (per person)	\$360	\$580
Three days (per person)	\$575	\$900
Five days (per person)	\$935	\$1,340
Groups/teams (per day)	Minimum 10 - \$1,400 Maximum 16 - \$200 pp above 10	Minimum 10 - \$1,400 Maximum 16 - \$200 pp above 10