

Mental Health First Aid for the Workplace – Refresher training course

Blueberry Institute - Terms and Conditions

Thank you for booking into the Mental Health First Aid (MHFA) Refresher Course. Fleur Heazlewood is the program instructor with Chloe Henger and the Blueberry Institute team providing program management and participant support.

The course comprises of:

2. One online facilitated workshop delivered via zoom video conferencing.

Training groups are comprised of 6-people minimum and 12-people maximum.

1. Eligibility Criteria

Course participants are required to be Australian residents and over the age of 18.

Refresher courses need to be completed *within* 3 years of a person completing their MHFAider accreditation. After 3- years a MHFAider will need to complete the full certificate course again. It is the participants responsibility to ensure they are within the 3-year timeframe to complete refresher course.

2. Course registration, technical information, and privacy statement

Blueberry Institute requires the participant's name, email address and best phone number for course work and communication. Contact details will be stored securely and used for the registration and provision of Mental Health First Aid training, support services and newsletter communication. Participants may opt out of communication following the completion of their course.

Participants set up their own user account and confidential password for the Mental Health First Aid Australia (MHFAA) secure eLearning platform (<https://mhfa.com.au>). This user account contains the participant's eLearning curriculum, Mental Health First Aid Standard e-manual and their certificates once completed all the course requirements.

Participants are required to use their unique code to order a printed copy of the MHFA training manual and have this available during the online workshops.

To participate in the group online workshop participants are supplied with a Zoom link and one-time use secure password.

3. Postponement and cancellation provisions

If for any reason Blueberry Institute needs to change program dates, hours, or venue we may do so by notifying you in writing of the changes we make and reschedule to a future agreed time.

If for any reason Blueberry Institute needs to cancel the program, we will notify you in writing and refund the applicable amount.

Any participant changes or cancellations are subject to Blueberry Institute availability and fees apply:

Change fees as of January 2025:

- More than 14 days prior to the workshop date a 50% change fee is applicable.
- Less than 14- days prior to the workshop a 75% change fee is applicable.
- Within 7 days of workshop 1 the entire fee is non-refundable.

Once the MHFA training manual code has been assigned to the participant part of the course fee has been consumed and is therefore not eligible for a refund.

4. Failure to attend

It is the participants' responsibility to ensure they attend the workshop in full.

- a. If a participant fails to attend the workshop in full, they are ineligible to sit their certificate test.

Blueberry Institute is not responsible for participant completion of course requirements and does not provide refunds for non-completion or non-attendance. Blueberry Institute may offer at its discretion alternative workshop dates for a change fee where scheduling permits.

5. Intellectual Property

All material relating to the Training for which you are enrolling, whether presented during, before or after the training, is subject to copyright and other intellectual property rights. The copyright in all such materials remains the property of their owners and may not be recorded, used or reproduced, without the written permission of the copyright owner, Mental Health First Aid Australia. You agree not, at any time, to do anything that would infringe the intellectual property rights in such materials.

6. General

The laws of the state of New South Wales govern this agreement. Should any part of this agreement be determined by a court to be invalid or unenforceable, the remainder of the agreement will be unaffected. This agreement may not be varied except with the written approval of the Blueberry Institute. All terms, conditions and warranties implied by statute that are excludable are excluded from this agreement. Such terms, conditions and warranties implied by statute that are not excludable are not excluded from this agreement but our liability for breach of such conditions and warranties implied by statute that are not excludable is limited to the total amount paid by you to Blueberry Institute under this agreement.

If you have any questions, we can assist you with, please contact us at hello@blueberryinsitute.com