



menzies school of health research

PO Box 41096  
CASUARINA NT 0811  
ABN : 70 413 542 847  
www.menzies.edu.au

## POLICY

<b>Title</b>	<b>Conduct of Short Courses and Workshops</b>
<b>Policy No</b>	<b>Education &amp; Training 004</b>
<b>Approval Date</b>	<b>15 March 2004</b>

### Purpose :

To develop an efficient process for the preparation and conduct of short courses and workshops, which are relevant to development of expertise within the health sector of the Northern Territory.

These short courses and workshops comprise part of the education and teaching programs of the School.

It is acknowledged that such educational opportunities demonstrate the contributions the Menzies School of Health Research makes to improving the health of the people of northern and central Australia, and regions to the near north, through multidisciplinary research and education programs.

### Policy Statement :

The Menzies School of Health Research is committed to increasing the educational opportunities available for health professionals by periodically offering relevant short courses and workshops.

The full costs of conducting such short courses and workshops will be recovered by charging participant attendance fees.

### Area of Relevance :

Employees responsible for the coordination of short courses or workshops  
Attendees at short courses or workshops  
Accounts Staff

### Approval :

(Signed)

(Signed)

.....  
Dr Paul Kelly  
Head  
Education & Training Division

.....  
Professor Kerin O'Dea  
Director

## PROCEDURES

<b>Title</b>	<b>Conduct of Short Courses and Workshops</b>
<b>Procedures No</b>	<b>Education &amp; Training 004</b>
<b>Action Date</b>	<b>15 March 2004</b>

### 1. Principles :

- 1.1 All short courses and workshops conducted by or through the Menzies School of Health Research must fit with the MSHR mission and meet a specific identified need.
- 1.2 Persons responsible for the coordination of short courses and workshops should consult with the Head of the Education & Training Division at least 3 months in advance of the proposed commencement date, regarding, but not limited to :
  - a) the capacity of short course/ workshop to meet its identified objective;
  - b) the possibility of gaining accreditation from Charles Darwin University for the short course or workshop;
  - c) the minimum/maximum number of persons to be accepted for enrolment;
  - d) the resources required for ensuring the successful conduct of the short course/ workshop.
- 1.3 Appropriate fees must be determined at the commencement of planning a short course or workshop and should cover the costs of holding the short course or workshop.
  - 1.1.1 Costs may include:
    - specific services eg. salary costs for presenters/ lecturers;
    - travel and accommodation;
    - consumables;
    - materials, texts and equipment costs;
    - advertising;
    - administrative and/or technical services;
    - charges associated with hiring of space and/or equipment;
    - catering.
- 1.2 Unless otherwise agreed, all fees should be made payable to Menzies School of Health Research and received at least 3 days prior to commencement of the short course or workshop.
- 1.3 All MSHR staff who are presenting a short course or workshop, deemed to fall within this policy area and endorsed by the Head of Education and Training, are covered under the MSHR's professional liability insurance.

### 2. Preparations

- 2.1 Advertising and promotional material should be distributed to all areas considered to be the appropriate market audience. This may include providing electronic promotional flyers to selected organisations, placing posters in appropriate areas and/or advertising in newspapers.
- 2.2 Application information and appropriate contact details must be provided with all advertising material.

- 2.3 An appropriate registration system must be developed and a realistic closing date for registration must be provided and observed.
- 2.4 In consultation with the Finance area, it is necessary to establish an appropriate account into which fees may be paid and expenses debited.

### **3. Refunds of Fees**

- 3.1 A full refund of the scheduled fee may be granted when cancellation is received up to 2 weeks prior to the commencement date of the short course or workshop.
- 3.2 A partial refund of the scheduled fee may be granted when cancellation is received within 2 weeks prior to the commencement date of the short course or workshop.
- 3.3 There will be no refund of the scheduled fee after the commencement of the short course or workshop, except in exceptional and unforeseeable circumstances, as determined by the Head, Education & Training Division.

### **4. Acquittal**

- 4.1 Within 1 month of the end of the short course or workshop and in consultation with the Finance area, acquittal of funds must be commenced. This involves ensuring that all income has been appropriately receipted into the account and that all expenses have been appropriately debited to the account.
- 4.2 Unless otherwise agreed, any excess income from the short course or workshop will be transferred into the Education & Training Division budget for use in future MSHR education and training initiatives.
- 4.3 In the event that the full costs of conducting the short course or workshop are not recovered, the Education & Training Division budget will absorb the outstanding costs, unless otherwise agreed prior to commencement of the short course or workshop.