

Terms and Conditions – RPA BPT Revision Course

The following Terms and Conditions apply to all registrations and enrolments in the **Royal Prince Alfred Basic Physician Training Revision Course** (“**RPA BPT Revision Course**” or “**the Course**”) offered by Sydney Local Health District (“**SLHD**”).

If you browse the Site, or proceed with an enrolment application or order to purchase products or services (whether through the Site, via email, by telephone, or in person), you are deemed to have read, understood and accepted the Terms and Conditions, and agreed to comply at all times, including during your enrolment (if any) with all applicable laws in connection with the use of the Site. By enrolling in and / or participating in the RPA BPT Revision Course, you confirm acceptance of all policies, requirements and obligations outlined herein.

We may vary these Terms and Conditions, for any reason, at any time and without notice. In relation to use of the Site, your continued use of the Site constitutes acceptance of any amendment to these Terms.

Course Details

- 1.1. The Course may be attended in-person or online. Published dates, times, topics, speakers, and venues/platforms are on the Course page and may be updated from time to time. The Course topics, speakers and venues/platforms may be changed without prior notice at the sole discretion of SLHD.

Registrations and Course Materials

- 2.1. Registration for the RPA BPT Revision course must be completed, and your place is confirmed once we send a written confirmation and receive full payment of the Course fees.
- 2.2. You can register via our website <https://slhd.health.nsw.gov.au/rpa/bpt/our-courses> from 16 February 2026 until 14 August 2026 which is the **Registration Deadline**.
- 2.3. Course places are limited. We may place you on a waiting list if in-person places are full when you register, alternatively you may register for on-line attendance.
- 2.4. If circumstances arise precluding in-person attendance we may offer the Course on-line only.
- 2.5. You cannot transfer your registration in the RPA BPT Revision Course to another person.
- 2.6. If you complete your registration and your place is confirmed by the Registration Deadline, you will receive the printed course materials for the commencement of the Course.
- 2.7. If you are accepted to the Course for online attendance after the Registration Deadline you will not be provided with printed course materials due to printing and shipping deadlines. However, you will have access to digital course materials that can be viewed and annotated, but to protect copyright, you cannot print, save or export them.
- 2.8. Registrations for in-person attendance after the Registration Deadline must be first agreed with the RPA BPT Revision Course team at SLHD-RPABPT@health.nsw.gov.au as this will be subject to availability.

- 2.9. Registrations for in-person attendance after the Registration Deadline submitted without prior approval from the RPA BPT Revision Course Team may not be accepted if in-person places are full. If this situation occurs, I will have the option to changing participation mode to on-line attendance as per Clause 2.7, or have course fees refunded less \$50 processing fee.

Changes in participation mode

- 3.1. If you request to change participation mode from on-line to in-person, or vice versa, before the Registration Deadline, we may be able to accept subject to place availability and payment of any applicable course fee adjustment. The decision is at SLHD's sole discretion.
- 3.2. Requests to change participation mode after the Registration Deadline need to be discussed with the RPA BPT Revision Course team at SLHD-RPABPT@health.nsw.gov.au as this will be subject to in-person availability and shipping deadlines for course materials.
 - 3.2.1. No refund of any difference in Course Fees arising from a change from in-person to online participation mode after the Registration Deadline will be given by SLHD.

Course Fees, Cancellation and Refund Policy

- 4.1. Course Fees are as listed at time of registration, are in Australian dollars, and include/exclude GST as indicated on the invoice.
- 4.2. The full Course Fees are due and payable at registration. Your registration may not be accepted if Course Fees are not paid.
- 4.3. You are responsible for any bank, card, or currency conversion fees.
- 4.4. Travel, accommodation and external exam fees (if any) is at your cost.
- 4.5. If you cancel your registration:
 - (a) before the Registration Deadline, you will receive a refund of Course Fees, less \$50 processing fee.
 - (b) after the Registration Deadline, Course Fees will not be refunded.
- 4.6. If you are registered for the Course and do not attend, you will not be refunded the Course Fees.

Course Lecture

- 5.1. The RPA BPT Revision Course schedule will be determined by course organisers.
 - 5.1.1. SLHD reserves the right to change the planned speaker or course topics without prior notice, including but not limited to speaker withdrawal, illness or availability issues.
- 5.2. The contents of each session are determined by the individual speakers, and SLHD is not responsible for the content and flow of the lecture.
 - 5.2.1. Speaker may not present all their slides or answer all the attendee questions during the time for their session.
 - 5.2.2. There may be circumstances, whether due to technical or operational difficulties, the time available for a speaker is shorter than initially planned. SLHD is not liable for

shortened lectures, speakers not presenting all their slides or speakers not answering all questions.

- 5.3. No refund will be provided for disruptions of a lecture.

Course Materials

- 6.1. All printed and digital materials (including, but not limited to, course notes, platform content, and lecture recordings) from the RPA BPT Revision Course (“**the Materials**”) are subject to copyright and Intellectual Property Rights of the owner.
- 6.2. You may use the Materials for your own learning, and must not copy, share, adapt or distribute them. If you do it may constitute a breach of copyright law and/or Intellectual Property Rights of the owner.
- 6.3. Access to digital course materials are via password-protected browser-based PDFs that are viewable both on-line and off-line. You can view and annotate digital course materials, but to protect copyright you cannot print, save or export them.
- 6.4. You can access the digital content from the RPA BPT Revision Course from Monday 19 October 2026 until the date of the Royal Australian College of Physicians Divisional Written Examination in February 2027.

Shipping Course Materials

- 7.1. If you have registered for on-line participation mode before the Registration Deadline and your registration is confirmed (see section 2.1), we will ship the printed course materials to you via courier in the one (1) month prior to the commencement of the RPA BPT Revision Course.
 - 7.1.1. At registration, you are responsible for providing an address capable of receiving a package from a courier for us to ship printed course materials to. If the courier is unable to deliver the printed course materials due to the address provided by you, SLHD is not responsible for any failure to deliver printed course materials as per section 7.1.
 - 7.1.2. The courier may leave the package of printed course materials at the address provided by you. Once the package is delivered, any damage or theft of the package is your responsibility.

Livestream and lecture recordings

- 8.1. Sessions will be live steamed in real-time for online attendees, and may be recorded (including audio, video and/or chat). By attending, you consent to being recorded, and for the recordings to be used to provide access to enrolled participants and for internal quality and training.
- 8.2. There may be circumstances, whether due to technical or operational difficulties, where a live stream may be disrupted or unavailable. Technical issues may include but are not limited to, the availability and reliability of the internet and other network connections, hardware failures or malfunctions, unavailability of platforms or power outages.
- 8.3. We will actively monitor the livestream at all times to minimise any disruption.
- 8.4. SLHD is not liable for either individual live streams or the hosting platform being temporarily unavailable due to technical reasons or other factors not in SLHD’s control.

- 8.5. No refund will be provided for disruptions or unavailability of a livestream or session recording.
- 8.6. Use of third-party platforms (including video, payment) is subject to their terms and privacy policies, which you must follow.

Catering

- 9.1. Catering will be provided during the RPA BPT Revision Course for in-person attendees.
- 9.2. You must notify SLHD of any dietary requirements or allergies prior to the commencement of the Course.
- 9.3. It is your responsibility to notify catering staff during the RPA BPT Revision Course regarding your dietary requirements.
- 9.4. Whilst caterers will endeavour to accommodate your dietary needs, they cannot guarantee an allergy free environment. If you have concerns please raise with the catering staff.
- 9.5. SLHD is not liable for any allergic or other reactions you may experience.

Question and Answers, and Interactive Multiple Choice Questions

- 10.1. We will endeavour to offer attendees an opportunity to ask speakers questions.
- 10.2. Questions will be moderated by us, and the moderator will have discretion which questions are submitted to the speaker.
- 10.3. Not all questions will be seen by the speaker, and not all questions will be answered by the speaker.
- 10.4. If you are attending on-line, there is a time delay between the in-person delivery of the lecture and watching livestream, which may affect the time available for real-time interaction, including but not limited to interactive multiple choice questions.

Contact Details

- 11.1. Your contact details will be used to grant access to digital content for the RPA BPT Revision Course, as well as communications from course organisers.
- 11.2. It is your responsibility to advise SLHD of any change to your contact details following registration in the Course.

Conduct Policy

- 12.1. You must conduct yourself in a reasonable, respectful, and considerate manner, showing courtesy to other attendees, speakers, Course staff and venue employees.
- 12.2. Harassment, bullying, intimidation, violence, or abusive behaviour, whether verbal or physical, is strictly prohibited. SLHD reserves the right to refuse entry or remove any attendee breaching this requirement without liability, and the attendee will not be eligible for a refund of Course Fees.
- 12.3. You will be financially responsible for any damage you cause to the property of the venue, event platform, course organisers or any other person.

- 12.4. You must comply with all applicable laws, as well as the rules and policies of the venue, course platform and SLHD's directions.

Privacy Policy

- 13.1. We will collect personal information, including but not limited to your name, email address, phone number, address, payment details, and course-related feedback directly from you for the purposes of administration, course delivery, support, and service improvement.
- 13.2. Your personal information will be stored on NSW Health servers, with access restricted to members of the training personnel involved in the organisation and delivery of the course. Your information will be retained in accordance with the retention periods prescribed under the NSW State Records Act.
- 13.3. Your information may be shared with third parties for the purposes of administering and delivering the Course. Only the data required for those third parties to perform their specific functions will be made available to them. This may include, but is not limited to:
 - 13.3.1. Providing your name and email address to an events management platform for the creation of individual user accounts required to access the Materials.
 - 13.3.2. Providing your name and email address to a digital rights management provider to establish the necessary user credentials for access the Materials.
 - 13.3.3. Providing your name and postal address to courier service providers for the purpose of generating shipping labels and shipping course materials to on-line participation mode attendees.
 - 13.3.4. For further information on how these third parties handle your personal information, please refer to their respective privacy policies.
- 13.4. Personal information may also be used or disclosed for the purposes relating to the funding, management, planning and evaluation of the course and otherwise as authorised or required by law.
- 13.5. You may withdraw your consent for us to use your personal information at any time; however, this may impact our ability to deliver the course to you. If you withdraw your consent after the Registration Deadline and, as a result, we are unable to deliver the course, you will not be entitled to a refund of the Course Fee.
- 13.6. If you identify that the personal information we hold about you is inaccurate, incomplete, or out of date, you may contact us at SLHD-RPABPT@health.nsw.gov.au to request that it be corrected.
- 13.7. For further information about how we handle your personal health information, please refer to [NSW Health Privacy Management Plan](#) or contact the SLHD Privacy Contact Officer:

SLHD Privacy Contact Officer

PO Box M30, Missenden Road NSW 2050

Phone: (02) 9515 9600

Email: SLHD-Privacy@health.nsw.gov.au

Force Majeure

- 14.1. We are not liable for delays or failures caused by events beyond our reasonable control (e.g., extreme weather, natural disasters, public health orders, strikes, power/internet outages, third-party platform failures). We will use reasonable efforts to reschedule or provide alternatives.

Entire Agreement and Updates

- 15.1. These Terms and Conditions, together with your enrolment confirmation, form the entire agreement. We may update these Terms and Conditions from time to time; the version effective at registration applies unless changes are required by law or for safety/security reasons in which case reasonable notice will be given.

Governing Law

- 16.1. These Terms and Conditions are governed by the laws of the State of New South Wales, Australia.

Participant Acknowledgment and Agreement

- 17.1. I acknowledge and agree the RPA BPT Revision Course does not guarantee passing the RACP Divisional Written Examination, or any specific outcomes.

Updated and published 13 February 2026