

## **Terms and Conditions – RPA October DWE Preparation Course**

The following Terms and Conditions apply to all registrations and enrolments in the **Royal Prince Alfred October Divisional Written Examination Preparation Course** (“**RPA October DWE Preparation 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 October DWE Preparation 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 will provide access to the digital content from the preceding year RPA BPT Revision Course. This course will be on-line only.

### **Registrations and Course Materials**

- 2.1. Registration for the 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 the date of the Royal Australasian College of Physicians October DWE examination date.
- 2.3. You cannot transfer your registration in the Course to another person.

### **Course Fees, Cancellation and Refund Policy**

- 3.1. Course Fees are as listed at time of registration, are in Australian dollars, and include/exclude GST as indicated on the invoice.
- 3.2. The full Course Fees are due and payable at registration. Your registration may not be accepted if Course Fees are not paid.
- 3.3. You are responsible for any bank, card, or currency conversion fees.
- 3.4. External exam fees (if any) is at your cost.
- 3.5. Once access to the digital content has been granted, course fees are not refundable.

### **Course Lecture**

- 4.1. The contents of each session are determined by the individual speakers, and SLHD is not responsible for the content and flow of the lecture.

- 4.1.1. Speaker may not present all their slides or answer all the attendee questions during the time for their session.
- 4.1.2. 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.
- 4.2. No refund will be provided for disruptions of a lecture.

### **Course Materials**

- 5.1. All materials (including, but not limited to, course notes, platform content, and lecture recordings) from the RPA October DWE Preparation Course Course (“**the Materials**”) are subject to copyright and Intellectual Property Rights of the owner.
- 5.2. 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.
- 5.3. 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.
- 5.4. Printed course notes will not be provided for attendees of the Course.
- 5.5. You can access the digital content from the Course from the time of registration until the date of the Royal Australian College of Physicians Divisional Written Examination in October.

### **Lecture recordings**

- 6.1. There may be circumstances, whether due to technical or operational difficulties, where a lecture recording 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.
- 6.2. SLHD is not liable for either individual lecture recordings or the hosting platform being temporarily unavailable due to technical reasons or other factors not in SLHD’s control.
- 6.3. No refund will be provided for disruptions or unavailability of a session recording.
- 6.4. Use of third-party platforms (including video, payment) is subject to their terms and privacy policies, which you must follow.

### **Contact Details**

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

### **Conduct Policy**

- 8.1. You must conduct yourself in a reasonable, respectful, and considerate manner, showing courtesy to speakers and Course staff.
- 8.2. Harassment, bullying, intimidation, violence, or abusive behaviour, whether verbal or physical, is strictly prohibited. SLHD reserves the right to remove any attendee breaching this requirement without liability, and the attendee will not be eligible for a refund of Course Fees.
- 8.3. You will be financially responsible for any damage you cause to the event platform, course organisers or any other person.
- 8.4. You must comply with all applicable laws, as well as the rules and policies of the event platform and SLHD's directions.

### **Privacy Policy**

- 9.1. 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.
- 9.2. 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.
- 9.3. 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:
  - 9.3.1. Providing your name and email address to an events management platform for the creation of individual user accounts required to access the Materials.
  - 9.3.2. Providing your name and email address to a digital rights management provider to establish the necessary user credentials for access the Materials.
  - 9.3.3. 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.
  - 9.3.4. For further information on how these third parties handle your personal information, please refer to their respective privacy policies.
- 9.4. 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.
- 9.5. 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.
- 9.6. 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](mailto:SLHD-RPABPT@health.nsw.gov.au) to request that it be corrected.
- 9.7. 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](mailto:SLHD-Privacy@health.nsw.gov.au)

**Force Majeure**

- 10.1. 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**

- 11.1. 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**

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

**Participant Acknowledgment and Agreement**

- 13.1. I acknowledge and agree the RPA October DWE Preparation Course does not guarantee passing the RACP Divisional Written Examination, or any specific outcomes.

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