



Register Interest to attend AHSPPO Steve Melnyk Continuing Education Workshops 2012

AHSPPO Committee is pleased to announce & release the details for 2012 Education Workshops

Sessions

Workshop session	Details	Date	Times	Venue	Cost Refer to:
Session 1A & 1B	Freedom Of Information, Record Keeping & Debriefing Unsuccessful Bidders - what you need to know + Market research & Analysis Tools	Friday 16 th March 2012	Full day 9:30am to 4:30pm	Peter MacCallum Cancer Centre East Melb	Full day session pricing
Session 2	<i>Understanding Legal Principles - for Procurement & Contract Managers</i>	Wednesday 16 th May 2012	Half day 2pm to 5pm	The Royal Victorian Eye & Ear Hospital	Half day session pricing
Session 3	Hospital Probity Workshop	Thursday 17 th May 2012	Full day 9:30am to 4:30pm	The Royal Victorian Eye & Ear Hospital	Full day session price
Session 4	Managing Performance-Based Contracts	Friday 20 th July 2012	Full day 9:30am to 4:30pm	St Vincent's Hospital	Full day session pricing

- The sessions will be Melbourne based and will be dependent on numbers.
- The sessions are open for AHSPPO members and non-members.

Cost: AHSPPO will part fund the sessions for our members only, cost will be:

	AHSPPO Members cost	Non-Members Cost
Full days sessions:	\$80.00	\$230.00
Half day session:	\$50.00	\$160.00

Note: AHSPPO is not registered for GST therefore there is no GST component in prices charged



January 2012



Locations & Contact person:

Venue details:

- Session 1 – Peter MacCallum Cancer Centre, 7 St Andrews Pl East Melbourne 3002
- Session 2 & 3 – The Royal Victorian Eye & Ear Hospital – 32 Gisborne St, East Melbourne 3002
- Session 4 – St Vincent’s Hospital - 41 Victoria Parade Fitzroy

Registration Form is attached. To express your interest in attending this course, please complete and return form: Participants details AHSPPO training 2012. Form available on www.ahspo.com.au

Email to: email@ahspo.com.au

Please note

1. Courses have a maximum of 20 attendees and all courses are subject to demand. If the minimum number is not reached the session will be cancelled.
2. Registering will not guarantee attendance; if the sessions are overloaded those selected to attend will be based on first in first served approach.
3. AHSPPO is not registered for GST therefore there is no GST component in price charged
4. AHSPPO members only - must be financial AHSPPO members
5. **Payment is not required when returning the Registration Form.** Once the session has been confirmed an invoice will be forwarded to you. Details of payment will be provided on the invoice.
6. Dates may change depending on numbers and demand.
7. Dates will be allocated based on demand. If you express interest in attending a future course please express your interest and we will contact you with a confirmed date or selection of dates.
8. Cancellation – once you have been confirmed as attending and invoiced - no refunds will be given
9. EOI Registrations will close on 31 Jan 2012
10. Training Session outline – to be forwarded at a later date
11. Excel spreadsheet available for registration details “Participants details template” must be used to register