



IHEA

Institute of Healthcare
Engineering, Australia

**IHEA PROFESSIONAL
CERTIFICATE IN HEALTH
FACILITIES MANAGEMENT**

Terms and Conditions

- Published pricing at the time of program launch – 1st July 2019 is valid for 90 days. IHEA reserves the right to vary any fee quoted either orally or in writing after that time. The fee includes GST unless specified.
- Early Bird special launch pricing is limited to first 20 enrolments or 31st October 2019 or whichever occurs first.
- Applications can only be made via the dedicated form available in the LDP section of the IHEA website members portal, submitted via email to IHEA.LDP@IHEA.org.au
- Applicants must currently work in the Healthcare Facilities Management field and may or may not be a member. Membership is encouraged and a reduced fee for the certificate program applies for full IHEA members.
- IHEA's CEO will complete an initial assessment of the application. If the candidate meets the criteria the CEO will notify the LDP administrator – Intrinsic Learning.
- LDP administration will complete a phone interview to ensure the candidate is suitable and understands the commitment. The LDP administrator will then notify the IHEA CEO of the outcome.
- Successful applicants will then be issued with a full invoice for payment prior to commencement.
- Once payment has been made, the participant will be assigned a local state mentor and will be posted a welcome pack complete with LDP on-line access credentials.
- Cancellation and refund is available only within the first 3 months of commencement. Upon cancellation, a refund will apply, minus \$500 fee.
- Prior CPD that may be applicable must be no greater than 6 months since completion of CPD at the time of submission to IHEA LDP programs.
- The IHEA Learning & Development Program (LDP); 'IHEA Logbook', 'IHEA Logbook Professional' and the 'Professional Certificate in Healthcare Facilities Management (P.C. HFM)' has all rights reserved. This work has been produced under contract by Intrinsic Learning for the Institute of Healthcare Engineering Australia. © This work is copyright. No part may be reproduced except in accordance with the Copyright Act or with the written permission of the IHEA.