![Queensland Human Rights Commission logo]

FEE FOR SERVICE GUIDELINES

1 JULY 2023 TO 30 JUNE 2024 (All prices include GST)

Training and consultancy

The following guidelines apply to charges for the provision of training and consultancy services by the Queensland Human Rights Commission.

Private training (at client premises)

- Training delivery (per hour) $ 282.00

- Consultancy & product tailoring (per hour) $ 282.00

- Travel/downtime (per hour) if travel time exceeds: $ 81.00
    - Two hours in total from the Brisbane office OR
    - One hour in total from a regional office

Private training: payment, postponement, cancellation and refund policy

- Bookings are confirmed by signing and acceptance of the QHRC quote detailing costs, time and course details.

- Invoices are sent out when training is completed (payment is net 30 days).

- **Cancellations or postponements giving:**

    - more than two weeks' (10 business days) notice will not be charged for tuition fees.

    - more than two business days, but less than two weeks' (10 business days) notice will be invoiced for 50% of the tuition fee.

    - less than two business days' notice will be invoiced for 100% of the tuition fee.

- Travel or accommodation costs incurred by the QHRC associated with cancellation or postponement will be billed in full.

- QHRC reserves the right to reschedule or cancel training sessions at any time. If QHRC is unable to deliver a training session due to severe weather conditions or other unforeseen circumstances beyond our control, the session will be rescheduled or a full refund provided.

- Quotes are based on a maximum participant number of 30 per face to face session or 20 per Zoom session.

- QHRC reserves the right to reschedule or cancel training sessions if COVIDsafe workplace measures are not in place at the training venue or COVIDsafe questionnaires are not completed.

Online learning

- Discrimination awareness in Queensland $16.50/user **
- Public entities and the Queensland *Human Rights Act 2019* $11/user **
- Diversity awareness package (6 modules) $22/user **

** Bulk purchase discounts are available for more than 1000 users.

- To embed a course in a client's LMS   Set-up fee $1650.00 plus:
  - Discrimination awareness in Queensland $5.50/user
  - Public entities and the Queensland *Human Rights Act 2019* $3.30/user
  - Diversity awareness package (6 modules) $5.50/user

Public sessions (at QHRC premises)

- 2 hour training session $114.00/person
- 3 hour training session $171.00/person
- Half day training session (4 hours) $228.00/person
- One day training session (up to 8 hours) $456.00/person

Public sessions: payment, cancellation and refund policy

- All bookings should be made by completing the course registration form. Phone bookings are tentative until payment has been received.
- Registrations will be confirmed only when payment has been received.
- Payment should be received ten (10) business days prior to the course.
- If the nominated person cannot attend, a substitute participant is welcome.
- If a booking is cancelled and payment received more than two weeks (10 business days) prior to the course:
  - providing at least two weeks' (10 business days) notice, a full refund will be made.
  - providing less than two weeks' (10 business days) notice but more than two business days' notice will receive a 50% refund.
  - providing less than two business days' notice will not be refunded.
- Participants may transfer their registration to another course during a twelve month period, as long as 2 week's (10 business days) notice is given. As prices change for each financial year, an increase may occur after June 30 for transferred registrations.

Not for profit groups

A discounted fee for standard *Queensland's Anti-Discrimination Act, Queensland's Human Rights Act, Using the Human Rights Act* training is available for small, not for profit groups – please contact our training team to discuss your fee by emailing us at training@qhrc.qld.gov.au.

Queensland Human Rights Commission

These guidelines last updated May 2023.
For more information on our training services
visit our website at www.qhrc.qld.gov.au.