

#### **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:
  - o 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 **

<sup>\*\*</sup> 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:
  - o 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 <a href="mailto:training@ghrc.qld.gov.au">training@ghrc.qld.gov.au</a>.



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