

QHRC training and consultancy fee for service guidelines

Current until June 30, 2021 (Prices include GST)

The following guidelines apply to charges for the provision of training and consultancy services:

Private training (at client premises)

- Training delivery (per hour) \$ 263.00
- Consultancy & product tailoring (per hour) \$ 263.00
- Travel/downtime (per hour) if travel time exceeds: \$ 75.00
 - 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 acceptance of the Commission quote detailing costs, time and course details.
- A non-refundable 10% deposit is required at the time of booking confirmation for all contracts totaling \$4000 or greater. This deposit will be deducted from the final invoice.
- 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 Commission 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 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 courses

- Discrimination awareness in Queensland \$29/user (+ GST) **
 - Public entities and the Queensland Human Rights Act 2019 \$5/user (+ GST) **
 - Diversity awareness package (6 modules) \$10/user (+GST)
- ** Bulk purchase discounts are available for more than 1000 users.
- To embed a course in a client's LMS Set-up fee \$1500 (+GST) plus:
 - Discrimination awareness in Queensland \$5/user (+ GST)
 - Public entities and the Queensland Human Rights Act 2019 \$2/user (+ GST)
 - Diversity awareness package (6 modules) \$5/user (+GST)

Public courses (at QHRC premises)

- Half day training session (up to 4 hours of presentation) \$212.00
- One day training session (up to 8 hours of presentation) \$424.00

Public courses - 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 one week (5 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 one week (5 business days) prior to the course:
 - providing at least one week's (5 business days) notice, a full refund will be made.
 - providing less than one week's (5 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 one week's (5 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 Introduction to the Anti-Discrimination Act and Human Rights Act, Human Rights Act for community advocates and Human Rights Act for self-advocates training is available for small, not for profit groups. If you believe your agency may be eligible for a fee reduction please contact a QHRC training officer to discuss your fee.