

# **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 *Introduction to the Anti-Discrimination Act*, *Introduction to the 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.



These guidelines last updated May 2023.

For more information on our training services

visit our website at www.qhrc.qld.gov.au.