# Fee policy for training 2021

* **Workplace Training -** Fee of $290 per hour (Fees do not include GST)
* **Online Training -** The training sessions are live and interactive through the use of **Zoom**. Each attendee requires access to a desktop or laptop computer with a good internet connection, microphone and speakers.
* **Requirements for onsite training** **–** Available training room / tables / chairs / white board / toilets / tea and coffee facilities and a copy of your COVID Work Health and Safety Plan.
* Equal Opportunity Tasmania is adhering to Public Health Advice regarding our face to face training, we encourage you to contact us to discuss your requirements so we can give you the most up to date information regarding our availability to do training.

**Cost includes:**

* All preparation and presentation – content may be tailored to your individual organisation
* Handouts for all participants
* Recommended size for each training session is 4 – 18 participants

\*Accommodation and travel charges may apply.

**Calendar training**Fee of $60 per person, per hour to deliver calendar training at Equal Opportunity Tasmania Level 1, 54 Victoria Street Hobart and other sites for the training in Launceston & Devonport or on-line.

**Cancellation policy:**

If you are not able to attend a seminar, another representative from your organisation is welcome. However, if no-one is able to attend cancellation fees are as follows:

* Within 1 week of date of training: full fee payable
* Between 1 and 2 weeks of date of training: 50% payable
* If confirmed training is postponed with less than 2 weeks’ notice from date of training, a rearrangement fee of 20% of total consultancy fee may be charged.

**Payment terms:**

* Invoices are payable within 14 days of date of invoice
* Fees do not include GST

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For further information on our training please contact our training team for more information on (03) 6165 7515 or email [training@equalopportunity.tas.gov.au](mailto:training@equalopportunity.tas.gov.au)



