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| Category | Description of Class Taught | Sessional Hourly Rate |
| Short courses | Recreational and non-accredited courses, hospitality & miscellaneous (Barista, Cocktails) | $60 |
| Short Courses | Business & Writing /Event Management/Public Speaking | $65 |
| Short Courses | Computers, languages, AUSLAN | $65 |
| Accredited | Food Safety & RSA & Infection Control & White Card | $75 |
| Accredited | Certificate I | $70 |
| Accredited | Certificate II | $75 |
| Accredited | Certificate III | $78 |
| Accredited | Certificate IV | $83 |
| Other | TAE Support Sessions | $85 |
| Accredited | Certificate IV (TAE40122) | $89 |
| Accredited | Diploma | $94 |
| Category | Description | Rate |
| Other | Marking of TAE40122 assessments  Introduction to Training (TTT)  Introduction to VET (PDD)  Introduction to Foundation Skills (LLN)  Assessment (ASS)  Delivery and Facilitation (DEL)  eAssessment (ASS ONL)  eLearning (FAC ONL) | $50 per assessment  $30 per assessment  $30 per assessment  $70 per assessment  $70 per assessment  $50 per assessment  $50 per assessment |
| Other | Preparation/updating of materials | $50 per hour |
| Other | Validation/moderation | $50 per hour |
| Other | Attendance at meetings | $45 per hour |
| Other | Work visits – Placement | $70 per visit |
| Category | Description | Rate per unit |
| Workplace traineeships | Certificate III-Dip, 1-hour session at student location per unit, plus marking of assessments | $108 |
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**Note: Unless specified, class preparation, marking of assessments, completion of attendance rolls/training plans/unit reflections/other compliance documents and providing feedback/assistance to students is not paid for separately and is encompassed within the hourly tuition rates.**

If required, additional marking, preparation, validation, moderation and meetings will be paid for separately as outlined above and separate contracts will be provided for such instances for a set number of hours as approved by the RTO Director.

All sessional trainers are engaged as contractors (not employees) and must have a Sole Trader ABN and submit invoices for payment after a class has happened.

A contract for you course/other work, must be signed and returned to the office prior to submitting your invoices.

Invoices for work in December must be submitted early, usually around the 5th of December, to ensure they do not miss the end of year financial cut-off. Invoices submitted after will be processed in the following year.

MSA Training and Professional Development Trainers are not entitled to paid leave or superannuation due to being a contractor.

This document is designed to be read in conjunction with the Sessional RTO Trainer Position Description and the Sessional Short Courses Trainer Position Description.