



REAIE Professional Learning Facilitator Fees and Associated Costs Policy

REAIE is committed to working with consultants and partners in order to further the Vision, Mission and Values of the organisation.

Key priorities include:

- Promoting a strong and positive image of children as citizens
- Advocating for social justice and democracy in education
- Sustaining a strong relationship between REAIE and Reggio Children
- Exploring the interpretation of the educational project of Reggio Emilia in the Australian context

REAIE is a not for profit organisation and is passionate about facilitating learning, development and reflection of adults for the benefit of children across Australia. REAIE priority is to provide high quality professional learning and consultancy. On occasions professional learning may be tailored to meet specific needs.

The organisation has adopted the following definitions of learning to support the organisational pricing structure:

- Consultancy –this refers to an individual providing professional advice and may be on an individual or small group basis.
- Facilitating off the shelf learning- this refers to facilitating a learning session using already prepared materials such as The Introduction to Reggio materials
- Bespoke learning-this refers to learning that has specifically been tailored and prepared to meet a specific request and includes writing and preparing materials.

- Workshops- this refers to an interactive session with a group of people between 5 and 30 (an increase in numbers will require further negotiations).
- Presentations (lecture style) - this refers to a presentation/lecture being delivered to a large group of people. Numbers to be agreed at time of booking.

Travel and Accommodation:

- This will be booked in advance by REAIE and will include breakfast. The Professional Learning Coordinator will email an approval to DQ Travel who will liaise with the individuals concerned to confirm and arrange flight and accommodation details. Economy class flights are used and both accommodation and flights are booked according to availability and cost. Preference to particular airlines will not be a determining factor in the choice of flights.
- If the professional learning is a local event, travelling less than 25 kilometres, no travel allowance will be paid. After 20 kilometres travel will be paid at 78 cents per kilometre.
- For those using personal vehicles a REAIE disclaimer will need to be signed.
- Facilitators are advised not to stay with those commissioning professional learning, in particular where those commissioning are previously unknown to the facilitator/organisation.

Subsistence:

- Facilitators will be paid \$100 dollars per day for meals and travel expenses to and from the airport.

Travel Insurance:

- REAIE will fund the cost of travel insurance for international travel only. For all other travel individuals are advised to ensure that appropriate insurance is in place.

Confirmation and Payment:

- REAIE will confirm details of delivery in writing to the consultant/partner within 1 week of booking.

- The consultant/partner will invoice REAIE on completion of the work undertaken and include relevant receipts within two weeks of the event.

Gift Giving:

It is not REAIE policy to provide an organisational gift to those commissioning work to be undertaken. There may be exceptions to this approach when invited guest speakers attend events.

Policy Disclaimer:

PLEASE NOTE conditions in this policy are applicable to contracted speakers on behalf of REAIE only. Any accompanying person/s also travelling will not be funded in any way by REAIE. Any staff or committee member travelling by air, nationally or internationally; on behalf of REAIE, will have air travel insurance included in costs covered by REAIE.

Learning Model	Facilitator Fees	Member Rate (Including GST)	Net consulting Income A	Non Member Rate (Including GST)	Net Consulting Income B	Interstate Additions	Overseas Additions to be charged to the client.
Consultancy (minimum 2 hrs)	\$120 per hour \$850 per day	\$165 per hour or 1265 per day (max 7hrs)	\$45 \$300	\$220 per hour or 1650 per day (max 7 hrs)	\$100 \$650	Airfare, accommodation as appropriate, subsistence allowance of \$100 max (receipts to be provided)	Half day to accommodate jet lag if appropriate i.e. travel to Vietnam and additional costs of visas/speedy entry etc. (to be negotiated with client).
Off the shelf learning And Bespoke learning (an additional \$110 is charged to the client to support development of materials)	\$150 per hour 140 per hour \$850 per day or \$750 per day	\$220 per hour \$205 if co presenting \$1265 per day or \$1100 if co presenting	\$50 \$92 (2people) \$300 \$500 (2 people)	\$285 per hour or \$270 (2 people) 1650 per day (max 7 hrs) \$1450 (max 7 hrs)	\$110 \$210 \$650 \$1136 (2people)	Airfare, accommodation as appropriate, subsistence allowance of \$100 max (receipts to be provided)	Half day to accommodate jet lag if appropriate i.e. travel to Vietnam and additional costs of visas/speedy entry etc. (to be negotiated with client).

* Added 10% to base rates to include GST.

* Added 30% to non-member rates.

* Overseas rates are set at AU day rates however there is 10% extra profit within this rate due to GST not being applicable and keeps REAIE in line with Reggio Children.

* Net consulting income includes funds for refreshments and resources, banking fees etc.

* Day rate 5-7 hrs No more than 7 hrs on day of presenting.

* Travel time is included in the day rate if presenting in regional areas.

* Presenters cannot claim for time spent at an event, they can only claim for delivery time.

* The office will use their discretion to determine between a daily and hourly rate in negotiation with the client.

* All work will operate under a contract between consultant/partner and REAIE