

## **Indicative Consultancy Rates and Packages for RTOs**

**RTOs with up to approx. 100 students**

**Please request a quotation for larger RTOs**

### Package 1 - Designed for young RTOs

Contract: \$1,000 (excl GST) per month for 12 months

Includes:

- Attendance at a Continuous Improvement meetings each month (about 3-5 hrs) at the client's premises.
- Scheduled review of selected compliance material during meeting.
- Compilation of agenda and minutes.
- Additional meeting during the month (approx. 2-3 hrs) at client's premises, or phone discussion, or assistance with minor projects.
- Phone discussions, advice as required.
- Assistance with minor project preparations (such as review or compiling change of scope, TAS, trainer matrixes, and other material) - approx. 6-10 hrs per month depending on level of expertise required.

Conditions and Cancellation Policy: This contract should be paid one month in advance and may be cancelled with one month of notice.

### Package 2 - Designed for start-up RTOs

Contract: \$500 (excl GST) per month for 12 months

Includes:

- Attendance at a Continuous Improvement meeting each month (about 3-5 hrs) at the client's premises.
- Scheduled review of selected compliance material during meeting.
- Compilation of agenda and minutes.
- Phone discussions, advice as required.
- Assistance with minor project preparations (such as review or compiling change of scope, TAS, trainer matrixes, and other material) at reduced rates, approx. \$50-\$100 (excl GST) per hour, depending on complexity

Conditions and Cancellation Policy: This contract should be paid one month in advance and may be cancelled with one month of notice.

### Package 3 - Enterprise Package. Designed for small to medium RTOs

Contract: \$2,800 (excl GST) per month for 12 months

- Assistance with compliance and operations, as required

Conditions and Cancellation Policy: This contract should be paid one month in advance and may be cancelled with one month of notice.

Casual Rates (guide only)

Item	Rates (excl GST)
<b>Continuous Improvement Meetings</b> Preparation of agenda and minutes. At Client's premises. Approx. 4 hrs	\$550
<b>Change of Scope application preparation</b> Will vary on number of courses, complexity of courses and quality of information provided by the RTO, such as trainer matrixes, TAS, training materials Excludes ASQA fees	\$3,500 - \$5,000
<b>Validation Reviews</b> Will vary on number of courses, complexity of courses and quality of information provided by the RTO, such as assessment samples, training materials, and validation committee members	\$3,500 - \$5,000
<b>Audits</b> Attendance at audits Audit Preparation (depends of complexity of materials required)	\$1,000 per day \$50 - \$100 per hour
<b>Other Compliance and Operations assistance</b> Please contact us for a quote	\$50 - \$150 per hour
<b>RTO Initial Registration</b> Includes Policies and Procedures and assistance with TASs, pre-training information, trainer matrixes and PD, templates for industry consultation and other documents. Includes attendance at audit and CEO training if required. Excludes ASQA fees, training materials, trainers, industry consultation, student management system, training rooms, financial viability report	\$25,000
<b>CRICOS Registration</b> Includes Policies and Procedures, timetables, and review of current policies and support documents. Includes attendance at audit. Excludes ASQA fees, training materials, trainers, industry consultation, student management system, training rooms, financial viability report	\$40,000
<b>Government Funding and VET Student Loan applications</b> We need to provide a quotation for these. The rate will depend on the work required and the level of preparation that the RTO has already completed.	\$50 - \$150 per hour Financial components will be charged at the Accountant's rates