

CONTRACTOR PAYMENT INFORMATION SHEET

PRIVATE AND CONFIDENTIAL

Dear team member,

The following pay rates are those listed for contractors and sessional trainers to Intelligent Training Solutions for the courses listed below. These rates are effective from 01st August 2018. Please note that all pay rates listed below are GST inclusive.

NOTE: A sub-contractor for Intelligent Training Solutions is one who:

1. Is a registered company or business and provides Intelligent Training Solutions with their ABN.
2. Provides services to Intelligent Training Solutions by way of consultation, professional development and specialised training and assessment services such whereby the contractor provides their own equipment and manages their own time.

Employees of Intelligent Training Solutions are not part of this information sheet and should speak directly with the training manager or CEO.

NOTE: The lower rate of pay listed in the 'Rate of Pay per Hour' column is only applicable to contractors who do not pay their own superannuation and wish Intelligent Training Solutions to make superannuation payments on their behalf.

ACCREDITED VET COURSES							
COURSE	Is the contractor paying their own superannuation?	Is this for Classroom or Practical training	Rate of Pay Per Hour	MAXIMUM Hours per day	ITEM DESCRIPTION	ADDITIONAL CHARGEABLE ITEMS	PAYMENT PERIOD
TLI41218 Certificate IV in Transport & Logistics (Road Transport – Car Driving Instruction)	YES	PRACTICAL	\$38.32	Hours Worked*	Payment for Specialised Driver Training Services for TLI41216 qualification	FUEL REIMBURSEMENT \$4.30 per hour	28 th of each month for work completed the previous month
	NO		\$35.00				
	YES	CLASSROOM	\$35.00	8 Hours*	Consultancy, Training and Assessment Services for TLI41216 qualification	REIMBURSEMENT OF POSTAGE COSTS	
	NO		\$31.67				
	YES	STUDENT SUPPORT	\$35.00	Hours Worked*	Consultancy, Training and Assessment Services for TLI41216 qualification	REIMBURSEMENT OF POSTAGE COSTS	
	NO		\$31.67				
	YES	COMBINATION TRAINER (THEORY, PRACTICAL AND SUPPORT)	\$40.00	Hours Worked	Payment for Specialised Services relating to TLI41216 qualification	FUEL REIMBURSEMENT \$4.30 per hour	
	NO		\$36.20	Hours Worked		REIMBURSEMENT OF POSTAGE COSTS	
TLI41318 Certificate IV in Transport & Logistics (Road	YES	PRACTICAL	\$45.00	Hours Worked*	Payment for Specialised Driver Training Services for TLI41316 qualification	FUEL REIMBURSEMENT ON RECEIPT	28 th of each month for work completed
	NO		\$40.72				



ACCREDITED VET COURSES

COURSE	Is the contractor paying their own superannuation?	Is this for Classroom or Practical training	Rate of Pay Per Hour	MAXIMUM Hours per day	ITEM DESCRIPTION	ADDITIONAL CHARGEABLE ITEMS	PAYMENT PERIOD
Transport – Car Driving Instruction)	YES	CLASSROOM	\$35.00	8 Hours*	Consultancy, Training and Assessment for Specialised Services for TLI41316 qualification	REIMBURSEMENT OF POSTAGE COSTS	the previous month
	NO		\$31.67				
	YES	STUDENT SUPPORT	\$35.00	Hours Worked*	Consultancy, Training and Assessment for Specialised Services for TLI41316 qualification	REIMBURSEMENT OF POSTAGE COSTS	
	NO		\$31.67				
	YES	COMBINATION TRAINER (THEORY, PRACTICAL AND SUPPORT)	\$40.00	Hours Worked*	Payment for Specialised Services relating to TLI41216 qualification	FUEL REIMBURSEMENT \$4.30 per hour REIMBURSEMENT OF POSTAGE COSTS	
	NO		\$36.20				
CPPFES2020A Test and Tag Fire Extinguisher and Fire Blankets course	YES	CLASSROOM	\$60.00	7 Hours*	Consultancy and Specialised Training and Assessment Services for CPPFES2020A course	CONSUMABLES REIMBURSEMENT \$20.00 per student	14 days from date contractor invoice is received
RIIWHS202D Enter and work in confined spaces course	YES	CLASSROOM	\$60.00	7 Hours*	Consultancy and Specialised Training and Assessment Services for RIIWHS202D course	CONSUMABLES REIMBURSEMENT \$20.00 per student	14 days from date contractor invoice is received
	NO		\$54.30	7 Hours*			
RIIWHS204D Work Safely at Heights course	YES	CLASSROOM	\$60.00	7 Hours*	Consultancy and Specialised Training and Assessment Services for RIIWHS204D course	CONSUMABLES REIMBURSEMENT \$20.00 per student	14 days from date contractor invoice is received
	NO		\$54.30	7 Hours*			
HLTAID001 Provide CPR	YES	CLASSROOM	\$45.00	4 Hours*	Consultancy and Specialised Training and Assessment Services for first aid training	NIL	14 days from date contractor invoice is received
	NO		\$40.72				
HLTAID003 Provide First Aid course	YES	CLASSROOM	\$45.00	8 Hours*	Consultancy and Specialised Training and Assessment Services for first aid training	Nil	14 days from date contractor invoice is received
	NO		\$40.72	8 Hours*			
HLTAID004 Provide an emergency first aid response in an education and care setting	YES	CLASSROOM	\$45.00	8 Hours*	Consultancy and Specialised Training and Assessment Services for first aid training	NIL	14 days from date contractor invoice is received
	NO		\$40.72	8 Hours*			



NON-ACCREDITED COURSES

COURSE	Is the contractor paying their own superannuation?	Is the trainer self-insured. PL and PI Insurance	Rate of Pay Per Hour	Maximum Hours per day	ITEM DESCRIPTION	ADDITIONAL CHARGEABLE ITEMS	PAYMENT PERIOD
One on One Defensive Drive Courses	YES	YES	\$50.00	4 Hours	Payment for Specialised Driver Training Services for Defensive Driver Course	NIL	14 days from date contractor invoice is received
	YES	NO	\$45.00				
	NO	YES	\$45.25				
	NO	NO	\$40.72				
VicRoads Road Smart Program	YES	YES	\$60.00	Hours Worked	Payment for Specialised Driver Training Services for VicRoads Road Smart Program	Travel allowance .58¢ per km* *KM travelled will be calculated from your closest VicRoads CSC to destination and return. ALL TRAVEL ALLOWANCE REQUESTS MUST BE APPROVED BY I.T.S PRIOR TO ACCEPTING A JOB!**	28 th of each month. Invoices must be submitted no later than the 20 th of the month to ensure payment is made that month.
	YES	NO	\$50.00				
	NO	YES	\$54.30				
	NO	NO	\$45.25				
Safe Driver Program	YES	-	\$45.00	Hours Worked	Payment for Specialised Driver Training Services for Pre-Education Safe Driver Program	NIL	14 days from date contractor invoice is received
	NO	-	\$40.72				
Baby and Me First Aid course	YES	-	\$45.00	4 Hours*	Consultancy and Specialised Training and Assessment Services for first aid training	NIL	14 days from date contractor invoice is received
	NO	-	\$40.72				
Bus Training and Assessment HALF DAY COURSE	YES	-	\$45.00	4.5 Hours*	Specialised Training and Assessment Services for Bus Driving	FUEL REIMBURSEMENT	14 days from date contractor invoice is received
	NO	-	\$40.72				
Bus Training and Assessment FULL DAY COURSE	YES	-	\$45.00	7 Hours*	Specialised Training and Assessment Services for Bus Driving	FUEL REIMBURSEMENT	14 days from date contractor invoice is received
	NO	-	\$40.72				
Bus Training and Assessment 2 DAY COURSE	YES	-	\$45.00	14 Hours*	Specialised Training and Assessment Services for Bus Driving	FUEL REIMBURSEMENT	14 days from date contractor invoice is received
	NO	-	\$40.72				



*NOTE:

1. Practical Sessions refer to in-vehicle training.
2. 'Maximum hours per day' refers to the maximum hours a contractor can charge. **The correction of student work (assessments) has been included in these hours as determined by historical data over the last 10 years.**
3. If a contractor is not paying their own superannuation, the lower rate of pay will apply to that contractor in each category. The contractor will then need to provide Intelligent Training Solutions with their superannuation account details so that our accounts team can make your super payment on your behalf.
4. The 'Payment Period' refer to Intelligent Training Solutions payment terms. Please note Intelligent Training Solutions only receives payment for government funded course once the student has completed their work and only at the end of each month.

**ADDITIONAL INFORMATION

1. Travel allowance requests for the VicRoads Road Smart Program will only be approved to instructors where the training location falls well outside of the instructor's area of business.

For example: An instructor from Carlton would be granted approval to charge a travel allowance if they were required and accepted work in Shepparton.

Intelligent Training Solutions will always select instructors that are local to a training area first. In the event the need for instructors exceeds that of the local availability, Intelligent Training Solutions will request the services of instructors outside of the local area.