

## In-house courses and event management services

TTC is well placed to support the delivery of 'in house' training or manage events for our member organisations. We provide a free referral service for you to engage a provider direct. Or we can do it for you including managing the delivery of a course from our regular calendar, or working with you to source a specialised training provider, or managing the delivery of your own courses/events.

Some of the benefits of engaging TTC in-house/event management services include:

- Access to TTC's in-depth knowledge of trainers from our Provider Register
- Streamlined procurement and contract management
- Online promotion and registration through TTC's event management system – including development of an online flyer and automated registration and booking confirmations
- Issuing of invoices to participants
- Handling participant queries, changes and cancellations
- Liaison with facilitator regarding course administration
- Course logistics, including:
  - production of name tags and participant lists
  - issuing reminder emails
  - recording and reporting on attendance
  - booking of venue/catering and liaison regarding room setup, audio visual, catering and special needs (at cost)
  - online course evaluation and reporting
- Printing of workshop materials (at cost)
- Coordinated payment of creditor invoices

### Fee schedule

The following fees do not include course facilitation, tailoring or development of content, venue and catering or specialised manuals/materials. These are passed on by TTC 'at cost'.

Program initiation and management of single course/event	\$1,250 (GST exclusive)
Management of subsequent courses/events within a program	\$750 (GST exclusive) per program course/event
Management of procurement process for large programs	Determined on a case by case basis that require an extensive selection process case basis depending on the complexity of the project - generally ranging from \$2,500 to \$5,000 (GST exclusive)

For further information on our member services please phone (03) 6232 7211 or email [ttc@dpac.tas.gov.au](mailto:ttc@dpac.tas.gov.au)