



**TASMANIAN  
TRAINING  
CONSORTIUM**



## In-house course 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 if you want to engage a provider direct, or we can do it for you. This includes managing the delivery of courses from our regular calendar, 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 for in-house/event management 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 workshop administration
- Workshop 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
  - online course evaluation and reporting
- Printing of workshop materials
- Coordinated payment of creditor invoices

### Fee schedule

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

Program initiation and management of single course/event	\$1,275 (GST exclusive)
Management of subsequent courses/events within a program	\$765 (GST exclusive) per course/event
Management of procurement process for large programs that require an extensive selection process	Determined on a case by case basis depending on the complexity of the project - generally ranging from \$2,550 to \$5,050 (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)