

## Facilitators' Rates of Payment [As of July 2024]

Task	Activity	Standard duration	Rate Code	Hourly rate \$ ex. GST
Class teaching	Class Teaching and Preparation	5 hours per weekly session	CLASS	\$70.00
	Attendance at Graduation ceremony	Up to 2 hours per course	GRAD	\$70.00
	Meetings: face to face, or online	Up to 2 hours per program	MEET	\$50.00
	Renewal of First Aid Certificate (cost of cert only)	As required*	TRAIN	Cost of course covered and paid with evidence of receipt.
	Additional training such as Childsafe	As required*	TRAIN	\$50.00
	Curriculum review and writing	As required*	CURR	\$50.00
	Venue/s induction	Up to 4 hours per program	VENUE	\$50.00
	Materials handover to another staffer	Up to 4 hours per course	HAND	\$50.00
New Facilitator Training	Induction	Up to 2 hours	INDUCT	\$70.00
	Class and field session observation	As required*	OBSV	\$50.00
	Familiarization of teaching materials	Up to 4 hours	REVIEW	\$50.00
Field sessions	Presenting field sessions as leader of sessions	2 - 4 hours per session	FIELD-L	\$350.00 Flat rate, not hourly
	Assistant (e.g. when a guest presenter is running the field session and you are supporting them)	2 - 4 hours per session	FIELD-A	\$250.00 Flat rate, not hourly
Miscellaneous work	Pre-approved miscellaneous tasks	As required*	MISC	\$50.00
Reimbursement	Other pre-approved costs as per receipt (e.g. curriculum printing)	As required*	OTHER	Paid with evidence of receipt

## Standard Hours

- Programs typically run over 10 – 12 weeks, depending on public holidays (no sessions run on public holiday weekends).
- The typical presentation of the 10-session program is one three-hour session per week, with an additional 2 paid hours of preparation per session.
- The Facilitator may also be involved in one or more of the two-four field sessions.
- There may be other variations of the program offered, subject to agreement between the local host organisation/s, the facilitator and the VNPA's Community Learning and Engagement Manager.
- \*Work "as required" or additional hours beyond standard program subject to pre-approval by the Nature Stewards Coordinator.
- Where you are required to travel outside of regular duties e.g. for observations, or to fill in for another course, or are travelling over 50km (one way) for field trips etc, a travel allowance may be agreed upon with discussion and pre-approval from the Nature Stewards Coordinator.