

CONTRACTOR, CASUAL, and EMPLOYEE

2024/2025 PAY RATES (EFFECTIVE 28th AUGUST 2024)

PRIVATE AND CONFIDENTIAL

Dear Team Member,

Please find below the updated pay rates for contractors, casuals and employees at Intelligent Training Solutions, effective from 01st August 2024. All rates listed are inclusive of GST.

Important Note: The following table outlines the approved and standard pay rates for contractors, casual, and permanent employees. Please be aware that these rates do not include any specific agreements or arrangements you may have negotiated with Intelligent Training Solutions during your contract negotiations.

Important Information:

A subcontractor for Intelligent Training Solutions is defined as someone who:

1. Operates as a registered company or business and provides their ABN to Intelligent Training Solutions.
2. Offers services such as consultation, professional development, and specialised training and assessment, using their own equipment and managing their own time.
3. Is responsible for their own superannuation and PAYG obligations.

Definition of an Employee at Intelligent Training Solutions

An employee of Intelligent Training Solutions is defined as someone who:

1. Holds an employment agreement with Intelligent Training Solutions and is classified as a casual, part-time, or full-time employee.
2. Receives superannuation contributions from Intelligent Training Solutions, with PAYG obligations deducted from their fortnightly wages.
3. Will receive a annual payment summary after 01st July 2024.

Important Notes:

Full-time and part-time employees are entitled to sick leave and annual leave benefits.

Casual employees are not entitled to sick or annual leave but will receive an approximate 25% casual loading in lieu of these entitlements.

Thank you for your continued dedication and professionalism.

**TLI41222 CERTIFICATE IV IN MOTOR VEHICLE DRIVER TRAINING (CAR)
ACCREDITED VET COURSES – 2024/2025 RATES**

STATE	TRAINING TYPE	CONTRACTOR / CASUAL PAY RATE* MUST BE TAE QUALIFIED	EMPLOYEE PAY RATES** MUST BE TAE QUALIFIED	MAXIMUM Chargeable Hours per day	CONTRACTOR INVOICE ITEM DESCRIPTION	ADDITIONAL CHARGEABLE ITEMS
VICTORIA	CLASSROOM	\$49.96* p/hr	\$39.97 p/hr	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services for TLI41222 qualification	NIL
VICTORIA	IN-VEHICLE	\$49.96* + \$10.04 Vehicle allowance TOTAL \$60.00 p/hr	\$39.97 p/hr**	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services for TLI41222 qualification	NIL
VICTORIA	STUDENT SUPPORT (Online)	\$39.97 p/hr	\$29.97 p/hr	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Support Services for TLI41222 qualification	NIL
SOUTH AUSTRALIA	CLASSROOM	\$49.96 p/hr	\$39.97 p/hr	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services for TLI41222 qualification	Victorian employees will be reimbursed for accommodation and travel costs + \$11.59 p/hr away from home allowance.
SOUTH AUSTRALIA	IN-VEHICLE	\$68.75* + \$21.25 Vehicle allowance TOTAL \$90.00 p/hr	\$39.97 p/hr**	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services for TLI41222 qualification	Victorian employees will be reimbursed for accommodation and travel costs + \$11.59 p/hr away from home allowance.
SOUTH AUSTRALIA	STUDENT SUPPORT (Online)	\$39.97 p/hr	\$29.97 p/hr	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Support Services for TLI41222 qualification	NIL

**TLI41222 CERTIFICATE IV IN MOTOR VEHICLE DRIVER TRAINING (CAR)
ACCREDITED VET COURSES – 2024/2025 RATES**

STATE	TRAINING TYPE	CONTRACTOR / CASUAL PAY RATE* MUST BE TAE QUALIFIED	EMPLOYEE PAY RATES** MUST BE TAE QUALIFIED	MAXIMUM Chargeable Hours per day	CONTRACTOR INVOICE ITEM DESCRIPTION	ADDITIONAL CHARGEABLE ITEMS
ACT / NSW	CLASSROOM	\$49.96 p/hr	\$39.97 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services for TLI41222 qualification	Victorian employees will be reimbursed for accommodation and travel costs + \$11.59 p/hr away from home allowance.
ACT / NSW	IN-VEHICLE	\$68.75* + \$21.25 Vehicle allowance TOTAL \$90.00 p/hr	\$39.97 p/hr** + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services for TLI41222 qualification	Victorian employees will be reimbursed for accommodation and travel costs + \$11.59 p/hr away from home allowance.
ACT / NSW	STUDENT SUPPORT (Online)	\$39.97 p/hr	\$29.97 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Support Services for TLI41222 qualification	NIL
QUEENSLAND	CLASSROOM	\$49.96 p/hr	\$39.97 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services for TLI41222 qualification	Victorian employees will be reimbursed for accommodation and travel costs + \$11.59 p/hr away from home allowance.
QUEENSLAND	IN-VEHICLE	\$68.75* + \$21.25 Vehicle allowance TOTAL \$90.00 p/hr	\$39.97 p/hr** + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services for TLI41222 qualification	Victorian employees will be reimbursed for accommodation and travel costs + \$11.59 p/hr away from home allowance.
QUEENSLAND	STUDENT SUPPORT (Online)	\$39.97 p/hr	\$29.97 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Support Services for TLI41222 qualification	NIL

* Includes a 25% casual/contractor loading.

**Employees of Intelligent Training Solutions are required to use vehicles or equipment provided by the company. All expenses related to these vehicles are covered by Intelligent Training Solutions.

**TLI41222 CERTIFICATE IV IN MOTOR VEHICLE DRIVER TRAINING (HEAVY)
ACCREDITED VET COURSES – 2024/2025 PAY RATES**

STATE	TRAINING TYPE	CONTRACTOR / CASUAL PAY RATE* MUST BE TAE QUALIFIED	EMPLOYEE PAY RATES** MUST BE TAE QUALIFIED	MAXIMUM Chargeable Hours per day	CONTRACTOR INVOICE ITEM DESCRIPTION	ADDITIONAL CHARGEABLE ITEMS
VICTORIA	CLASSROOM	\$49.96* p/hr	\$39.97 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services for TLI41222 qualification	NIL
VICTORIA	IN-VEHICLE	\$49.96* p/hr (additional vehicle allowance will be paid if using own vehicle)	\$39.97 p/hr** + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services for TLI41222 qualification	NIL
VICTORIA	STUDENT SUPPORT (Online)	\$39.97 p/hr	\$29.97 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Support Services for TLI41222 qualification	NIL
SOUTH AUSTRALIA	CLASSROOM	\$49.96 p/hr	\$39.97 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services for TLI41222 qualification	Victorian employees will be reimbursed for accommodation and travel costs + \$11.59 p/hr away from home allowance.
SOUTH AUSTRALIA	IN-VEHICLE	\$49.96* p/hr (additional vehicle allowance will be paid if using own vehicle)	\$39.97 p/hr** + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services for TLI41222 qualification	Victorian employees will be reimbursed for accommodation and travel costs + \$11.59 p/hr away from home allowance.
SOUTH AUSTRALIA	STUDENT SUPPORT (Online)	\$39.97 p/hr	\$29.97 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Support Services for TLI41222 qualification	NIL

**TLI41222 CERTIFICATE IV IN MOTOR VEHICLE DRIVER TRAINING (HEAVY)
ACCREDITED VET COURSES – 2024/2025 PAY RATES**

STATE	TRAINING TYPE	CONTRACTOR / CASUAL PAY RATE* MUST BE TAE QUALIFIED	EMPLOYEE PAY RATES** MUST BE TAE QUALIFIED	MAXIMUM Chargeable Hours per day	CONTRACTOR INVOICE ITEM DESCRIPTION	ADDITIONAL CHARGEABLE ITEMS
ACT / NSW	CLASSROOM	\$49.96 p/hr	\$39.97 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services for TLI41222 qualification	Victorian employees will be reimbursed for accommodation and travel costs + \$11.59 p/hr away from home allowance.
ACT / NSW	IN-VEHICLE	\$49.96* p/hr (additional vehicle allowance will be paid if using own vehicle)	\$39.97 p/hr** + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services for TLI41222 qualification	Victorian employees will be reimbursed for accommodation and travel costs + \$11.59 p/hr away from home allowance.
ACT / NSW	STUDENT SUPPORT (Online)	\$39.97 p/hr	\$29.97 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Support Services for TLI41222 qualification	NIL
QUEENSLAND	CLASSROOM	\$49.96 p/hr	\$39.97 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services for TLI41222 qualification	Victorian employees will be reimbursed for accommodation and travel costs + \$11.59 p/hr away from home allowance.
QUEENSLAND	IN-VEHICLE	\$49.96* p/hr (additional vehicle allowance will be paid if using own vehicle)	\$39.97 p/hr** + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services for TLI41222 qualification	Victorian employees will be reimbursed for accommodation and travel costs + \$11.59 p/hr away from home allowance.
QUEENSLAND	STUDENT SUPPORT (Online)	\$39.97 p/hr	\$29.97 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Support Services for TLI41222 qualification	NIL

* Includes a 25% casual/contractor loading.

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SHORT COURSES ACCREDITED VET COURSES – 2024/2025 PAY RATES						
STATE	COURSE	CONTRACTOR / CASUAL PAY RATE* MUST BE TAE QUALIFIED	EMPLOYEE PAY RATES** MUST BE TAE QUALIFIED	MAXIMUM Chargeable Hours per day	CONTRACTOR INVOICE ITEM DESCRIPTION	ADDITIONAL CHARGEABLE ITEMS
ALL STATES	CPPFES2020 Test and Tag Fire Extinguisher and Fire Blankets course	\$62.50* p/hr	\$46.87 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Training Services for CPPFES2020 qualification	Intelligent Training Solutions will cover the travel costs and accommodation costs for all interstate courses for Victorian contractors / employees
ALL STATES	CPPFES2026 Inspect and test emergency lighting and exit sign systems	\$60.00* p/hr	\$45.00 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Training Services for CPPFES2026 qualification	Intelligent Training Solutions will cover the travel costs and accommodation costs for all interstate courses for Victorian contractors / employees
ALL STATES	RIIWH202E Enter and work in confined spaces course	\$62.50* p/hr	\$46.87 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Training Services for RIIWH202E qualification	Intelligent Training Solutions will cover the travel costs and accommodation costs for all interstate courses for Victorian contractors / employees
ALL STATES	RIIWH204E Work Safely at Heights course	\$62.50* p/hr	\$46.87 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Training Services for RIIWH204E qualification	Intelligent Training Solutions will cover the travel costs and accommodation costs for all interstate courses for Victorian contractors / employees

SHORT COURSES
ACCREDITED VET COURSES – 2024/2025 PAY RATES

STATE	COURSE	CONTRACTOR / CASUAL PAY RATE* MUST BE TAE QUALIFIED	EMPLOYEE PAY RATES** MUST BE TAE QUALIFIED	MAXIMUM Chargeable Hours per day	CONTRACTOR INVOICE ITEM DESCRIPTION	ADDITIONAL CHARGEABLE ITEMS
ALL STATES	CPCSIL3001 Work with products and materials containing crystalline silica	\$62.50* p/hr	\$46.87 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Training Services for the CPCSIL3001 qualification	Intelligent Training Solutions will cover the travel costs and accommodation costs for all interstate courses for Victorian contractors / employees
VICTORIA	TLISS00155 Road Safety Skill Set Program	\$62.50* p/hr	\$46.87 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Training Services for TLISS00155 Skill Set Program	Intelligent Training Solutions will cover the travel costs and accommodation costs for all interstate courses for Victorian contractors / employees
ALL STATES	HLTAID009 Provide CPR	\$55.00* p/hr*** (Teaching Qualified) \$47.50* p/hr*** (Supervision – Non-TAE) \$43.75* p/hr (Support Person)	\$41.25*** p/hr + superannuation (Teaching Qualified) \$38.00 p/hr + superannuation (Non-TAE) \$35.00 p/hr + superannuation (Support Person)	Contractor / Casual Hours Worked to a maximum of 4.5hrs p/day* Employees As per employment agreement	Payment for Specialised Training Services for First Aid Courses	Intelligent Training Solutions will cover the travel costs and accommodation costs for all interstate courses for Victorian contractors / employees
ALL STATES	HLTAID011/012 Provide First Aid	\$55.00* p/hr*** (Teaching Qualified) \$47.50* p/hr*** (Supervision – Non-TAE) \$43.75* p/hr (Support Person)	\$41.25*** p/hr + superannuation (Teaching Qualified) \$38.00 p/hr + superannuation (Non-TAE) \$35.00 p/hr + superannuation (Support Person)	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Training Services for First Aid Courses	Intelligent Training Solutions will cover the travel costs and accommodation costs for all interstate courses for Victorian contractors / employees

SHORT COURSES ACCREDITED VET COURSES – 2024/2025 PAY RATES						
STATE	COURSE	CONTRACTOR / CASUAL PAY RATE* MUST BE TAE QUALIFIED	EMPLOYEE PAY RATES** MUST BE TAE QUALIFIED	MAXIMUM Chargeable Hours per day	CONTRACTOR INVOICE ITEM DESCRIPTION	ADDITIONAL CHARGEABLE ITEMS
ALL STATES	HLTAID014 Provide Advanced First Aid	\$55.00* p/hr*** (Teaching Qualified) \$47.50* p/hr*** (Supervision – Non-TAE) \$43.75* p/hr (Support Person)	\$41.25*** p/hr + superannuation (Teaching (Qualified)) \$38.00 p/hr + superannuation (Non-TAE) \$35.00 p/hr + superannuation (Support Person)	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Training Services for First Aid Courses	Intelligent Training Solutions will cover the travel costs and accommodation costs for all interstate courses for Victorian contractors / employees
VICTORIA	Disability / Aged Care Professional Development Courses	\$55.00* p/hr*** (Teaching) \$43.75* p/hr (Support Person)	\$41.25*** p/hr + superannuation (Teaching) \$35.00 p/hr + superannuation (Support Person)	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Training Services for First Aid Courses	Intelligent Training Solutions will cover the travel costs and accommodation costs for all interstate courses for Victorian contractors / employees
ALL STATES	TAESS0021 Facilitation Skill Set	\$49.96 p/hr	\$39.97 p/hr + superannuation	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Training Services	Victorian employees will be reimbursed for accommodation and travel costs + \$11.59 p/hr away from home allowance.

* Includes a 25% casual/contractor loading.

**Employees of Intelligent Training Solutions are required to use vehicles or equipment provided by the company. All expenses related to these vehicles are covered by Intelligent Training Solutions.

***Staff and contractors are required to use equipment provided by the company. All expenses related to I.T.S owned equipment is covered by Intelligent Training Solutions.

SHORT COURSES
NON-ACCREDITED COURSES – 2024/2025 PAY RATES

STATE	COURSE	CONTRACTOR / CASUAL PAY RATE* MUST BE TAE QUALIFIED	EMPLOYEE PAY RATES** MUST BE TAE QUALIFIED	MAXIMUM Chargeable Hours per day	CONTRACTOR INVOICE ITEM DESCRIPTION	ADDITIONAL CHARGEABLE ITEMS
VICTORIA	LEVEL 1 Defensive Driver Course (One on One)	\$49.96* + \$10.04 Vehicle allowance TOTAL \$60.00 p/hr	\$39.97 p/hr**	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services	NIL
VICTORIA	LEVEL 2 Defensive Driver Course (TOYOTA ALTONA)	\$49.96* + \$10.04 Vehicle allowance TOTAL \$60.00 p/hr	\$39.97 p/hr**	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services	NIL
VICTORIA	LEVEL 3 Defensive Driver Course (TOYOTA ALTONA)	\$49.96* + \$10.04 Vehicle allowance TOTAL \$60.00 p/hr	\$39.97 p/hr**	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services	NIL
VICTORIA	BUS Verification of Competence Course 1 DAY	\$55.00 p/hr	\$39.97 p/hr**	Contractor / Casual Hours Worked to a maximum of 8hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services	NIL

SHORT COURSES
NON-ACCREDITED COURSES – 2024/2025 PAY RATES

STATE	COURSE	CONTRACTOR / CASUAL PAY RATE* MUST BE TAE QUALIFIED	EMPLOYEE PAY RATES** MUST BE TAE QUALIFIED	MAXIMUM Chargeable Hours per day	CONTRACTOR INVOICE ITEM DESCRIPTION	ADDITIONAL CHARGEABLE ITEMS
VICTORIA	BUS Verification of Competence Course 2 DAY	\$55.00 p/hr	\$39.97 p/hr**	Contractor / Casual Hours Worked to a maximum of 16hrs p/day* Employees As per employment agreement	Payment for Specialised Driver Training Services	NIL

* Includes a 25% casual/contractor loading.

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*NOTE:

1. '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.**
2. If a contractor is not TAE qualified, a lower rate of pay will apply to that contractor in each category. For non-TAE qualified payrates, please contact the administration office.