

Innovative Solutions Support

Price Guide

Information for Support Providers

June 2023

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Price Guide

The Innovative Solutions Support Price Guide sets out price ranges for the provision of support and other costs (eg: travel, accommodation etc.) associated with the delivery of Innovative Solutions projects. In doing so it aims to ensure that services delivered via Innovative Solutions Support provide value for money as required by the Inclusion Support Program Guidelines.

Reference Points

The Price Guide draws on a number of elements from existing, established and accepted price guides. These include the NDIS Pricing Arrangements and the Australian Tax Office's (ATO) Determinations in relation to Reasonable Travel and Accommodation Costs.

In relation to the NDIS Pricing Arrangements, the Price Guide draws on the following specific elements:

- Prices for the provision of Specialist Behavioural Intervention Support and Early Childhood Support provided by Early Childhood Professionals (including Allied Health Professionals) and Psychologists
- Payment of different rates dependent on provider qualifications (in the NDIS the distinction is made between psychologist rates and Early Childhood Professional or Allied Health rates)
- Payment for travel time, including use of the Modified Monash Model (MMM) to determine geographical remoteness for travel purposes.

NB: While this Price Guide uses the ATO's Tax Determinations as the basis for setting reasonable travel and accommodation rates, doing so does not automatically imply that such costs are tax deductible for support providers. Each support provider's circumstances will be different and as such they should seek their own specific tax advice as to the deductibility of any expenses.

Underpinning Assumptions

The Price Guide is also based on a number of underpinning assumptions. These include:

- **“Value for Money” is not just about price**

Value for money does not simply mean preferencing the cheapest option. It is about determining the balance between cost and quality of deliverables. The lowest cost option may not necessarily be the best option in terms of value for money if it does not provide high quality results. Similarly, a more expensive option may be value for money if it provides is likely to provide better outcomes or has a greater probability of being successfully implemented.

The Price Guide therefore forms only one part of decision making about value for money and needs to be considered in relation to the information contained in the Project Guides about how projects should be delivered, and the particular skills, qualifications and expertise of a given provider.

So, while the Pricing Guide aims to give clarity around acceptable prices for different aspects of a project, the prices listed assume that:

- the project is being delivered in accordance with the guidance provided in the Innovative Solutions Support Project Guides, and
 - the provider has the appropriate expertise and experience to deliver the project at the expected standard.
- **Prices apply to the type of support being provided rather than to the specific project type**

For the purposes of Innovative Solutions Support, support has been defined in terms of three broad categories:

- **Coaching and Mentoring Support**

Coaching and mentoring involve a provider sharing their expertise in a spontaneous or “in the moment” manner to support educators to build their skills, knowledge, and confidence in implementing inclusive practices and approaches.

While providing coaching and mentoring support, a provider is typically responding to events as they occur or engaging in open discussion or reflection. While there will usually be an element of preparation or planning for a coaching or mentoring session it does not involve the same level of preparation that a formal professional development session does. Rather it relies on the provider’s skill to apply their expertise to a situation as it unfolds, or to respond to questions as they are asked.

For the purposes of Innovative Solutions Support, coaching and mentoring support includes activities such as attendance at staff meetings, reflection sessions or question and answer sessions where support is provided in a similarly informal and/or spontaneous way.

- **Professional Development**

Professional development involves the more formal presentation of specific information to a group of educators, which requires the provider to have expertise in relation to both the content and the delivery.

It typically involves a greater degree of preparation than coaching or mentoring. Professional development includes staff meeting attendance where the support provider is making a formal presentation or leading the meeting.

- **Bilingual Support**

Bilingual support involves a bilingual facilitator working directly with educators, children and/or family members to provide cultural and language support to facilitate a child’s inclusion.

Prices in the Price Guide are based on these categories of support rather than on the particular project type that such support is being offered through.

So, for example, coaching of educators has a set price range regardless of whether the coaching occurs in the context of a Guided Practice or Cultural Mentoring project.

Similarly, the same rates apply for professional development sessions regardless of whether they are undertaken in the context of a Specialised Training and Advice, Cultural Mentoring or Guided Practice project.

- **Pricing ranges allow for variations in provider qualifications, expertise and experience, and the type of support being provided**

Because providers for Innovative Solutions support come from a range of backgrounds, and because the nature of the support provided can vary from project to project, a range of rates has been provided for each support type.

These are dependent on the provider's qualifications and experience and, in the case of Professional Development, for the level of preparation required for the delivery of a particular PD session/s.

- **Prices are based on a Base Rate for each support provider**

Support Providers should use the information provided in Appendix 1 to determine their base rate based on their qualifications and experience. This rate applies to coaching and mentoring support and travel time. Other rates, including rates for work in remote areas and delivery of professional development, are then calculated by applying loadings to the base rate.

- **Hourly rates include allowance for preparation time and/or organisational overheads**

Rates included in the Price Guide include an allowance for any additional preparation time or administration costs associated with the delivery of support. For this reason, the rates for Professional Development are higher than the base Coaching and Mentoring Rate, in order to reflect the additional time required in preparing or tailoring a PD session. A series of loadings apply to Professional Development to reflect the level of development/preparation required for each PD session. This level of preparation is not usually required for coaching and mentoring sessions, and this is reflected in the lower hourly rate for these forms of support.

- **Travel and Accommodation costs are based on NDIS and ATO guidelines.**

This section applies to travel costs for all Project Types other than Bilingual Support. For specific information about Bilingual Support see the section re: Travel Costs - Bilingual Support on the following page.

Travel and accommodation costs are set in accordance with current ATO Taxation Determinations. For the introduction of this price guide in June 2023 the relevant determination is TD 2022/10. See <https://www.ato.gov.au/law/view/pdf/pbr/td2022-010.pdf>.

This determination sets rates based on an individual's income. For the purposes of Innovative Solutions Support the relevant prices for accommodation and expenses are based on the middle-income range and are listed in Table 2 of the Taxation Determination.

For other travel costs, airfares should be economy class or equivalent. Flexible fares with checked luggage and appropriate travel insurance are reasonable given the nature of Innovative Solutions Support and the possibility that visits to services may occasionally have to be rescheduled at short notice.

Other transport costs (eg: hire cars, taxis, airport transfers etc.) should be charged at a reasonable rate for the location to be visited.

Labour costs for travel time can be charged at the Support Provider's base hourly rate. This is based on the geographic location of the service where support is being delivered (as determined by the Modified Monash Model 2019. See <https://www.health.gov.au/resources/apps-and->

tools/health-workforce-locator/app?language=en to determine the classification of a particular location).

For locations in MMM regions 1-3 (metro and regional centres) travel time of up to ½ hr each way may be charged.

For locations in MMM regions 4-5 (regional areas) travel time of up to 1 hr each way may be charged.

Where support providers are required to travel to remote or very remote locations (MMM Regions 6 and 7) then travel may be costed at 1 hr per 2hrs of travel undertaken. A remote area loading also applies to the support provider's normal hourly rate to cover additional costs incurred. The loading is 40% for remote areas (Region 6) and 50% for very remote areas (Region 7).

Where a support provider is travelling interstate, or a substantial distance (i.e.: greater than 4 hours return) within a state, then reasonable additional travel costs may be approved, provided that the service can demonstrate in their application that there was no suitable alternative provider available in their location. In these cases, one hour of paid time (at the support provider's Base Rate) may be charged for every 2 hours travelled.

- **Support Provider quotes must be itemised to show the costs of each element of a project.**

This will allow easy comparison of the quoted costs with the costs outlined in the Pricing Guide. Where a particular project session involves multiple support types eg: 3 hours of coaching and 2 hours of professional development delivered on the same day they should be quoted as separate items at the relevant rates.

The Quote Builder tool and Guide to Writing a Quote can be used to help develop a suitable quote.

- **Reduced need for multiple quotes**

In most cases, use of the Price Guide will remove the need for services to provide multiple quotes to support their application for Innovative Solutions Support.

Where a support provider has the qualifications and experience to deliver the proposed support in accordance with the guidance outlined in the relevant Project Guides, and they are charging within the range of prices outlined in the Price Guide, then they will generally be considered to provide value for money.

Services may still approach multiple support providers in relation to a project in order to determine who will be best able to provide the support that they require, however they will not usually be required to seek or submit formal quotes from multiple providers as part of their application.

NB: where the IDFM has concerns about the costs, or the quality of deliverables, of a specific project they retain the right to ask for an alternative quote/s.

Additional Information

Travel Costs - Bilingual Support

For Bilingual Support, the following guidelines apply to travel costs:

Where a Bilingual Facilitator is required to travel more than 30 minutes each way to a service to provide Bilingual Support then payment for travel costs may be claimed.

This can include the costs of travel at the relevant ATO approved amount for car travel or the estimated cost of public transport, and/or payment for travel time beyond 1hour in total (ie the first hour of travel time for each day is not paid, but time beyond that is).

Example: Farhana works for an organisation that provides Bilingual Support. She is engaged to provide support to a service that is located a one-hour drive (60km) away from her home as there is no other Bilingual Facilitator within her organisation who has the required language skills and who lives closer. It will take her 2 hours to make the return journey to the service and back home again.

When quoting for the project, Farhana’s organisation is able to include an additional hour for each visit to the service to cover the cost of her travel time. They can also include payment for her car travel at 78c/km.

Assuming the organisation charges \$70 per hour for Bilingual Support, and the project is for 2 four hour visits to the service per week for 10 weeks, the quote would be:

Professional Services

<i>Bilingual Support (2x 4hrs x 10 weeks)</i>	<i>80 hrs @ \$70ph</i>	<i>\$5,600</i>
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Travel Costs

<i>Travel Time (2x 1hr x 10 weeks)</i>	<i>20 hrs @ \$70ph</i>	<i>\$1,400</i>
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<i>Car Travel (2x 120km x 10 weeks)</i>	<i>2400km x 78c</i>	<i>\$1,872</i>
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<i>Subtotal</i>		<i>\$8,872</i>
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<i>GST</i>		<i>\$887.20</i>
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<i>Total</i>		<i>\$9759.20</i>
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Provision of Resources

Innovative Solutions Support is not intended to provide funding for the purchase of resources. However, in some cases, a small number of resources may be necessary to support the implementation of a project.

In these cases, the provision or development of necessary resources may be included as a component of the project. Such resources must not cost more than 10% of the total project cost and must represent value for money.

So, for example, commercially available resources should not cost substantially more than the current market rate. Other resources should be costed at a reasonable rate for the nature of the resource. Where the project aims to develop/produce custom resources the reasonable costs of materials and/or production may be included.

In their application, services will be asked to provide a rationale explaining why the proposed resources are necessary to the implementation of the project.

Resources that may be funded include:

- Minor equipment purchases that are directly related to the implementation of the project (eg: sensory toys or materials to support specific behaviour guidance strategies; specific cultural resources to support a cultural mentoring or bilingual support project)
- Books and/or other reference material (including participant handouts or workbooks, online resources) that are directly relevant to the strategies being implemented as part of the project (eg: if a project is implementing a specific approach to behaviour guidance then the project may include reference material to help implement and sustain this approach after the project concludes).
- Development/production of resources (eg: the cost of developing and/or producing service specific visuals for a project that includes the introduction of visual communication systems)

Resources that cannot be funded include:

- Resources that are not required for the successful implementation of the project
- Major equipment purchases

Change of Presenter/Facilitator

When developing a quote Support Providers should indicate the qualifications and experience of the presenter/facilitator who will be working on a project. This will enable the calculation of the appropriate hourly rate for the support to be delivered. If, between developing the quote and the project being delivered or during the project, it is necessary to change the presenter/facilitator then the Support Provider should notify the service and IP of the proposed change and review their quote.

If the new presenter/facilitator has equivalent qualifications and experience to the original presenter/facilitator then there is no need to alter the quote. If, however, the new presenter/facilitator has different qualifications or experience then the Support Provider should revise the quote to reflect the appropriate hourly rate/s for the new presenter/facilitator.

Where the revised quote is similar to but less than the original (i.e., less than \$500) then the Support Provider should discuss with the service and IP how to use the small amount of excess funds to support the implementation of the project.

Where there is a larger difference (i.e.: greater than \$500) then the Support Provider should discuss with the service and IP. The IP will contact the IDFM to discuss how the excess funds should be used.

Where the revised quote is greater than the original then the Support Provider should alert the service and IP. The IP will contact the IDFM to discuss whether additional funds are available and how to proceed with the project.

Multiple Presenters/Facilitators

The hourly rates contained in the Price Guide are intended to represent the total hourly cost of the project. In general, it is assumed each session/component of a project will be delivered by a single person.

Where a Support Provider opts to use multiple presenters/facilitators for a session/component of the project then they should only charge the hourly rate contained in the price guide, unless there are exceptional circumstances that make the use of multiple presenters/facilitators necessary.

Examples of when multiple presenters/facilitators may be needed include:

- in a very large service where there are more educators than a single person can reasonably work with
- where a project requires providers with different but complementary expertise in order to address the service's barriers
- where coaching and/or mentoring is required to be delivered in more than one care environment simultaneously.

Where a project requires more than one person to deliver a session/component then the application will need to clearly explain why this is essential to the success of the project. The added cost of any additional presenters/facilitators will be taken into account when determining whether the project offers value for money.

Example: XYZ Consulting is asked to participate in an Innovative Solutions project. They have an experienced consultant who is allocated to the project, as well as a new consultant who also participates in the project as part of their orientation to the organisation. In this case, because the use of two consultants is not necessary to the delivery of support to the service but rather is part of XYZ's internal staff induction and training process, the service is only charged the normal hourly rate for one consultant. XYZ absorbs the cost of the second consultant as it is their business decision to include them in the project.

On another project that XYZ is involved in, they are providing cultural mentoring support to a service where there are a number of children from refugee backgrounds. This is a complex situation and the service requires support to better understand the children's cultural backgrounds as well as to support them in dealing with the trauma of their experience. It is challenging to find a single consultant with the necessary cultural knowledge and expertise in childhood trauma. XYZ propose running the project with two consultants working together – one who can provide mentoring in relation to the children's culture and another who can support educators to respond to the children's trauma related behaviour. In this case, because the use of two consultants with complementary expertise is essential to the success of the project, it would be appropriate to charge for both consultants' work.

Inclusion of Accommodation Costs

When support providers are required to travel to work with a service they will often need overnight accommodation while they are visiting the service. As noted above the cost of accommodation is a legitimate cost of providing Innovative Solutions Support. In determining whether accommodation is

required in a particular case, consideration will be given to the distance that a Support Provider has to travel, the availability of travel options and the advisability of travelling in the circumstances.

Support Providers should have their own policies in place regarding safe travel, however in general it will be accepted that where a provider has to drive more than one hour after the conclusion of an evening session with a service, or where transport is not available until the next day, then it is reasonable for accommodation to be included in the support provider’s quote.

Price Ranges by Type of Support

Support Type	Description	Pricing Range
Bilingual Support	Provision of a Bilingual Facilitator to work alongside a service’s educators and provide bilingual support to a child/ren and their family. A Bilingual Facilitator is typically an early childhood educator with a Cert III or Diploma qualification.	Up to \$80 per hour
Coaching	Coaching support involves working “on-the-floor” alongside educators to provide direct guidance and support as they implement new approaches. May involve role modeling and demonstrating specific techniques on the part of the coach and may also involve additional reflective discussions after the direct coaching session.	From \$110 - \$225 per hour
Mentoring	Provide support and advice to educators in an “off-the-floor” capacity. This may include 1:1 or group reflection sessions.	From \$110 - \$225 per hour
Professional Development	Formal presentation of content in relation to a specific topic to a group. The hourly rate includes the cost of delivery and preparation.	From \$137.50 - \$450 per hour <ul style="list-style-type: none"> • if charging per head then consider total cost of session compared to session of same length at hourly rate. For large numbers of participants, a group discount would usually apply to per head costs. • Upper rate includes allowance for significant preparation and/or tailoring of session content. For PD sessions that use standardized content and require less tailoring the hourly rate would be expected to be lower. •

Resources	The purchase of major resources is not an approved purpose for Innovative Solutions Support. Any resources purchases should be minor and directly related/essential to the support being provided.	No more than 10% of the total project cost. The cost for each item should be reasonable when compared to the market rate.
Travel Time (Bilingual Support)	Payment for time spent travelling to and from a service (in excess of 30 minutes each way)	Hourly rate for time in excess of 30 minutes each way
Travel Time (Other Support)	Payment for time spent travelling to and from a service. Based on Modified Monash Model and NDIS travel allowances, paid at Support Provider's base rate.	<ul style="list-style-type: none"> For MMM regions 1-3 (metro and regional centre): Up to ½ hr each way For MMM regions 4-5 (regional areas): Up to 1 hr each way For MMM regions 6-7: Remote area loadings apply, 1 hr per 2hrs travel <p>Where extensive travel is undertaken with good reason (i.e.: more than 4 hrs return): 1 hr per 2 hrs travel</p>

Travel and Accommodation Costs

Item	Description	Price Range
Car travel	Per current ATO Determination	78 c/km (as at June 2023)
Car hire/transfers	Taxi/transfers equivalent to local rates; car hire for mid-range vehicle	Case by case
Accommodation/meals	Per current ATO Determination (for 2023 refer to TD2022/10)	Table 2 rates \$310 – \$465 per night (dependent on location) (as at June 2023)
Airfares	Equivalent to economy class fare (including luggage and travel insurance)	Case by case

Determining the Appropriate Price Range for Projects other than Bilingual Support¹

Support Provider Qualifications and Experience

The appropriate hourly rate for Innovative Solutions Support is dependent on a support provider's qualifications and experience, as well as on the type of support being provided, as outlined below.

Relevant Qualifications

Relevant qualifications may include the following:

¹ NB: Bilingual Support has its own price range and does require Support Providers to use these guidelines. See the table above for details on the Bilingual Support price range.

- Diploma
- Degree (Early Childhood, Education, Psychology or Allied Health eg: Speech Pathology, Occupational Therapy)
- Higher Degree/Specialisation (including AHPRA Registered Psychologist; Honours or Postgraduate Study with a specific focus that is relevant to the support to be provided; recognised certification in a specific evidence-based approach eg: Circle of Security, Marte Meo, Conscious Discipline)
- Specialised Knowledge (applies to Cultural Mentoring only)

A qualification is relevant insofar as it directly relates to the kind of support to be provided. For example, a psychologist who seeks to provide support via Innovative Solutions should have experience working with children in relation to the specific barriers to be addressed. Similarly, a higher degree qualification must be relevant to the specific support to be provided.

Example: *Jamila works as an Educational Consultant providing professional development, coaching and mentoring to ECEC services. She is a qualified Early Childhood Teacher who has also completed a Master of Education. For the purposes of Innovative Solutions Support her Master's Degree is unlikely to be directly relevant to the support that she is able to provide to ECEC services. Her highest relevant qualification would most likely be her Early Childhood Degree.*

Anthea is also an Educational Consultant who has an early childhood teaching degree and a Master's Degree in Inclusive Education. Because her Master's Degree is focused specifically on Inclusive Education it is more likely to be relevant to the support she is able to provide. It will depend on the exact nature of the specific project, but her highest relevant qualification is likely to be her Master's Degree.

For support providers with Specialised Knowledge no formal qualifications are required. However, such providers should be able to substantiate their knowledge and demonstrate that they are an appropriate/approved person to share this knowledge with ECEC services. This may be through their position in the community (eg: a local Aboriginal Elder or respected community leader) or via references from such members of the local community. They should outline their expertise in their Provider Statement of Expertise. Their specialised knowledge should be relevant to the specific barriers to be addressed by a proposed project and also relevant to the ECEC service's work with children and/or families.

Relevant Experience

For the purposes of Innovative Solutions Support, support provider experience is divided into three different levels:

- Limited Experience: 0-2 years
- Medium Experience: 2-4 years
- Extensive Experience: 5 years or more

Experience refers to the delivery of the kind of support to be provided through the project. So, for example, if a Support Provider is providing coaching and mentoring support in relation to behaviour guidance then they should count experience in delivering this kind of support, not other experience.

Example: *Ruth has 20 years' experience as an early childhood teacher working in early childhood education and care services. She has recently accepted a role as a Behaviour Guidance Consultant with an organization that provides support to ECEC services. While her experience as a teacher is relevant to, and will strongly inform, her work in her new role it is not directly related to the provision of coaching and mentoring support to adults. She would therefore count her experience as limited (0-2 years).*

Jane is a registered psychologist who has, for the past four years, worked with young children presenting with challenging behaviours and with the ECEC services that they attend. This experience is directly relevant to her work providing behaviour guidance support to ECEC services through Innovative Solutions Support. She would count her experience as medium (2-4 years).

When calculating years of experience, it is assumed that the relevant experience is the predominant activity undertaken by the Support Provider on a full-time basis. If this is not the case then experience should be calculated proportionally to reflect the actual amount of experience gained on a full-time basis.

So, for example, if a Support Provider has worked part-time (2.5 days per week) for three years providing support to ECEC services this would count as 1.5 years equivalent full-time experience.

Similarly, if a Support Provider only occasionally undertakes relevant experience in the course of other work then they should only count the time spent on the relevant activities toward their experience.

Example: *Lily works as a counsellor for a large counselling organization and predominantly provides trauma support to adults. Occasionally she also works on projects that involve children. She has been in her current role for 6 years, and in that time she has worked on two projects supporting children who were attending ECEC services and/or educators working with children who have experienced trauma. The total time spent on these projects is 6 months. When calculating her experience for an Innovative Solutions Project she would count it as limited (on the basis of the six months directly relevant work with children and ECEC services) rather than extensive (based on her six years in the current role).*

How to Determine the Relevant Price Range

Step 1: Identify the Support Provider’s Highest Relevant Qualification

- Diploma
- Degree (Early Childhood Education, Education, Allied Health, Psychology)
- Higher Degree or Specialisation (including AHPRA Registered Psychologist)
- Specialised Knowledge

NB: Specialised Knowledge applies to Cultural Mentoring providers who may not have formal qualifications but have specialised cultural knowledge that enables them to undertake the role of a support provider e.g.: a local Aboriginal Elder

Step 2: Identify the Support Provider’s Level of Relevant Experience

NB: Relevant experience refers to experience in providing support to ECEC services in relation to inclusive practice

- Limited experience (0-2 years)
- Medium experience (2-4 years)
- Extensive experience (5+ years)

Step 3: Use the Price Matrix to determine the Base Rate (applies to Coaching and/or Mentoring Support, Travel Time)

Qualification \ Experience	Limited Experience	Medium Experience	Extensive Experience
Diploma	Level 1	Level 1	Level 1
Degree	Level 1	Level 2	Level 2
Higher Degree/Specialisation	Level 2	Level 3	Level 3
Specialised Knowledge (applies to Cultural Mentoring projects only)	Level 1	Level 2	Level 3

Hourly Rates

Level 1: \$110-\$150 per hour	Level 2: \$150-\$200 per hour	Level 3: \$200 - \$225 per hour
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Step 4: Apply Relevant Loadings

Apply any relevant loadings to the Base Rate for support provided in Remote Areas or for the delivery of Professional Development sessions.

Remote Area Loading

Geographic Location determined by MMM	Loading
Region 6	40% of base rate
Region 7	50% of base rate

Professional Development Loading

Preparation Required (see below for explanation)	Loading
Minimal preparation time	25% of base rate
Medium preparation time	50% of base rate
Extensive preparation time	100% of base rate

Minimal Preparation Time: applies when a Support Provider uses an existing Professional Development package that does not require substantial changes but may require the Support Provider to re-familiarise themselves with the content and/or update some minor details without making major changes to content or requiring additional research.

Medium Preparation Time: applies when a Support Provider adapts an existing Professional Development package and makes moderate adjustments to the content, customises details to the specific context of the service and/or develops some new materials (e.g.: a new handout).

Extensive Preparation Time: applies when a Support Provider develops a new package or makes major changes to an existing package to suit the specific context of the service.

Notes re: Application of Loadings

- In the case of Professional Development delivered in remote locations both loadings apply.
- For Professional Development delivered online to remote locations only the Professional Development loading applies. For travel to remote locations the Remote Area Loading applies to travel time.

Developing a Quote for Innovative Solutions Support

Quote Builder (use this tool to work out what to include in your quote)

Professional Services

- Use the Price Matrix to determine the Base Rate and apply any applicable loadings (eg: Remote Area or Professional Development) to determine the appropriate hourly rate
- Hours quoted must match hours indicated in Project Plan
- Resources must be necessary to the project and less than 10% of total cost

Type of Support	Hours	Hourly Rate	Total
Professional Development			
Mentoring			
Coaching			
Bilingual Support			
Resources			
Subtotal			

Travel and Accommodation

- For Reasonable Accommodation and Expenses rates refer to TD 2022/10
- For Airfares and Taxis/Transfers estimates should be based on average available rates for the relevant location
- For Travel Time use Modified Monash Model to determine location category and Price Guide to determine relevant amount of travel time to be claimed. The hourly rate for travel time is the Base Rate + any applicable Remote Area Loading.

Car Travel – From/To	Number of Trips	Kms (@78c/km)	Total
Taxis/Transfers – From/To	Number of Trips	Est. Cost per Trip	Total
Airfares – From/To	Numbers of Trips	Est. Cost per Trip	Total
Accommodation – Location	Number of Nights	Est. Cost per Night	Total
Meals/expenses	Number of Nights	Est. Cost per Night	Total
Travel Time – From/To	Hours	Hourly Rate	Total
Subtotal			

Subtotal (Professional Services & Travel/Accommodation)	
GST	
Total	

Checklist of Requirements for Innovative Solutions Support Quotes

Make sure that your quote includes the following:

- Your registered business name and contact details
- Your ABN*
- The date of the quote
- The quote is addressed to the service
- An itemised listing of each component of the support to be provided (include the types of activity to be undertaken (eg: professional development, coaching, mentoring, provision of resources), the number of hours and the hourly rate for each (or cost in the case of resources). This section of the quote must match the project plan that the service submits in their application. The Quote Builder tool will help you to ensure you have included all the relevant information)
- An itemised listing of any additional costs, such as travel and accommodation (The Quote Builder tool will help to ensure you have included all the relevant information)
- An overall summary of project hours and project duration
- An overall total cost for the project, with GST shown as a separate component.

* If do not have an ABN, contact the IDFM at IDFMInnovative@ku.com.au for more information about how to submit a quote.

Using the Price Guide

Example 1 – Regional Location

Janice is a registered psychologist with over 10 years’ experience in private practice. She provides support to early childhood education and care (ECEC) services in relation to guiding children’s behaviour. She is approached by XYZ Early Learning Centre to be the provider for an Innovative Solutions Support project. Janice agrees to provide the following support over a six month period:

5 x 2 hr Professional Development (PD) Sessions

5 x 6 hr Coaching Sessions

5 x 4 hr Mentoring Sessions

The PD sessions will build on some that Janice has already developed but will be tailored to suit the service’s context.

TUV Early Learning Centre is located in Shepparton (regional Victoria) while Janice is based in Melbourne. There is no suitable provider in Shepparton who is able to provide the support that the service requires and so it is reasonable for the service to use Janice as a provider for the project. The project design groups coaching and mentoring sessions for the different care environments at the service together on the same days to minimize the number of times that Janice needs to travel to the service.

Janice will travel to the service to provide the first PD session in person in order to meet educators, view the care environments and begin to establish relationships with the educator team. She will follow this up with a combined day of coaching and mentoring the following week. Subsequent PD sessions will be undertaken remotely via Zoom, with face-to-face coaching and mentoring occurring in the week after each session.

Janice will therefore visit the service 6 times over the course of the project (for one PD session and 5 days of coaching and mentoring).

Each trip will involve 380km car travel and 4 hours travel time. She will stay in Shepparton for one night on each trip.

Using the Price Matrix Janice determines that, as a registered psychologist with 10 years’ relevant experience, the base rate that she is able to charge is Level 3 (\$200-\$225 per hour). She uses this to develop the following quote:

Professional Services

10 hrs PD @ \$337.50 per hour ²	\$3375
30 hrs Coaching @ \$225 per hour ³	\$6750
20 hrs Mentoring @ \$225 per hour ⁴	\$4500
Subtotal Professional Services	\$14,625

² Hourly rate based on Janice’s base rate (\$225 per hour) with a 50% loading applied for medium level customization of the PD session she will deliver.

³ The coaching rate is Janice’s base rate as determined by the Price Matrix.

⁴ The mentoring rate is Janice’s base rate as determined by the Price Matrix.

Travel and Accommodation

6 x 380km car travel @ 78c per km ⁵	\$1778.40
Travel time 6 hrs @ \$225 ⁶	\$1350
Accommodation/expenses 6 nights @ \$323.55 ⁷	\$1941.30
Subtotal Travel	\$5,069.70
Subtotal	\$19,694.70
GST	\$1969.47
Total	\$21,644.17

⁵ Car travel rate is based on ATO rate of 78c/km and the length of a return trip from Melbourne to Shepparton

⁶ Travel time is based on the geographic location of Shepparton according to the Modified Monash Model. Shepparton is considered to be in Region 3 (Regional Centre). Janice can claim up to 30 minutes travel time each way at her base rate.

⁷ Nightly accommodation/expenses rate is based on ATO Determination TD 2022/10 – Shepparton accommodation is \$150 per night; meals and incidentals are \$173.55. Total rate is \$323.55 per night.

Example 2 – Metropolitan Location

Marta works for a Brisbane based organisation that provides support to families and ECEC services in relation to children with additional needs. Marta is a newly qualified speech pathologist and has been assigned to work on an Innovative Solutions Support project with QRS Child Care Centre that focuses on supporting the inclusion of children with delayed speech and language. This support will make use of the organisation’s existing training materials with some minor customization to meet the specific needs of the service.

The service is located in a neighbouring suburb to Marta’s organisation and travel time between the two is only 10 minutes each way.

Through the project Marta will provide Professional Development, Mentoring and Coaching support to the service as follows:

4 x 1.5 hrs Professional Development Sessions

8 x 2 hrs Coaching Sessions

4 x 1 hrs Mentoring Sessions (telephone support)

Using the Price Matrix, Marta’s organisation determines, based on her qualifications and level of experience, that her base rate for the project will be Level 1 (\$150 per hour). Marta’s organisation will be able to charge the following amounts for the different elements of the project:

Professional Services

6 hrs Professional Development @ \$187.50 per hour ⁸	\$1125
16 hrs Coaching @ \$150 per hour ⁹	\$2400
4 hrs Mentoring @ \$150 per hour ¹⁰	\$600
Subtotal	\$4125

Travel

6 x 20 km car travel @78c per km ¹¹	\$93.60
Travel time 6 x 20 min = 2hrs @ \$150ph ¹²	\$300

⁸ Hourly rate is based on Marta’s base rate and a 25% loading for minor modifications to the existing PD materials.

⁹ The coaching rate is Marta’s base rate as determined by the Price Matrix.

¹⁰ The mentoring rate is Marta’s base rate as determined by the Price Matrix.

¹¹ Car travel rate is based on ATO rate of 78c/km and the length of a return trip between Marta’s workplace and the service (20km)

¹² Travel time is based on the geographic location of the service according to the Modified Monash Model. Brisbane is considered to be in Region 1 (Metropolitan Area). Marta’s organisation can claim up to 30 minutes travel time each way at the hourly rate for the service being provided. As the travel time is less than this (10 minutes each way) her organization can only claim for 20 minutes for each return journey. The travel time rate is Marta’s Base Rate.

Subtotal **\$393.60**

Subtotal **\$4518.60**

GST **\$451.86**

Total **\$4970.46**

Example 3 – Remote Location

Emma is a behaviour guidance specialist with a Master’s degree in Inclusive Education and 8 years’ experience working with ECEC services. She is based in Perth and is approached to participate in an Innovative Solutions Support project by a service located near Port Hedland, WA. There is no local support provider who can deliver the support that the service is seeking and so it is reasonable for the service to access support from further afield.

In discussion with the service and their IP, Emma agrees to provide the following support over a 4 month period:

4 x 2 hr tailored PD sessions

8 x 2 hr coaching sessions

8 x 2hr online mentoring sessions

In order to reduce the need for extensive travel, the PD and coaching sessions are planned to occur in 2 day blocks whereby Emma will deliver a PD session in the evening and then undertake the coaching sessions with educators the following day. Over the course of the project Emma will therefore need to visit the service in person four times. Between visits she will maintain contact with educators via the online mentoring sessions.

Emma uses the Price Matrix to determine that her Base Rate is Level 2. She charges \$194 per hour for coaching and mentoring support and \$291 per hour for PD¹³. However, because Port Hedland is classified as a remote area (Category 6 on the Modified Monash Model), the remote area loading of 40% applies to work that she undertakes in Port Hedland. Her normal rates will apply for the online sessions as these can be undertaken from Perth and do not require her to travel to the service.

Port Hedland’s classification as a remote area also impacts on what Emma can reasonably charge for travel and accommodation. For support that occurs in remote and very remote areas, reasonable travel and accommodation costs are assessed on a case by case basis and based on the actual costs involved.

Emma will fly from Perth to Port Hedland four times and will stay in Port Hedland for one night on each trip. She will use taxis to travel to and from Perth and Port Hedland airports, and also to travel within Port Hedland from her accommodation to the service .

Travel time (door to door) will be approximately 4 hrs each way, resulting in a total of 8 hrs per trip. Emma can charge 1 hours travel time for every 2 hrs spent travelling and is therefore able to charge 4hrs at her base rate (+ 40% remote area loading) for her travel time on each trip.

Using the Price Guide Emma will be able to charge the following amounts for the different elements of the project:

Professional Services

4 x 2hr PD sessions = 8 hrs @ \$291ph + 40% remote area loading	\$3,259.20
8 x 2hr Coaching sessions = 16hr @ \$194ph + 40% remote area loading	\$4,345.60

¹³ Emma will make medium level modifications to the PD sessions that she will present and therefore uses the 50% PD loading on top of her base rate to calculate her PD rate.

8 x 2hr online Mentoring sessions = 16hr @ \$194ph	\$3,104
Subtotal	\$10, 708.80
Travel and Accommodation	
4 x return flights Perth – Port Hedland (@ \$1350 each) ¹⁴	\$5,400
Taxis (to and from airport) (16 trips @ \$50 each)	\$800
Taxis (within Port Hedland) (8 trips @ \$25 each)	\$200
4 x Travel time (4hrs @ \$194ph + 40%) ¹⁵	\$4345.60
4 nights' accommodation/meals(@ \$317.15 per night) ¹⁶	\$1268.60
Subtotal	\$12,014.20
Subtotal	\$22,723
GST	\$2,272.30
Total	\$24,995.30

¹⁴ Emma charges for a flexible economy class fare to allow for any changes of dates that occur.

¹⁵ See comments in the example for explanation of what travel time Emma is able to claim.

¹⁶ Accommodation and expenses based on ATO Determination for Port Hedland as a high-cost country centre.