

## MEMBERSHIP PACKAGES

### What's Included?

VIP

**\$277.00**  
PER MONTH  
(INC GST)

Per Annum	\$2,950
Best Suited For	Businesses looking to achieve best practice
Issues Per Year	12
Level of Information	Full Access

#### Templates, forms & how-to guides

Recruitment & selection guide	✓
Employment letter of offer template	✓
Position description template	✓
Fair work information statement	✓
Job analysis	✓
Performance management forms	✓
Performance management guides	✓
Reference check form	✓
Training needs analysis form	✓
Separation checklist	✓
Policies - Discrimination, EEO, harassment, bullying, drugs & alcohol, email, internet & social media	✓
Disciplinary forms - Warning letters	✓
Awards - Those awards relevant to your business	✓
Employee handbook	✓
Subcontractor checklist	✓
Remuneration - Policy & review letter	✓
HR audit - checklist	✓
How to coach an employee	✓
How to do a workforce plan	✓
Succession management	✓
Redundancy - consultation process, advising employee, deed of release, redundancy letter	✓
Exit interview form	✓
HR audit - supported by HR advisory team	✓
OH&S policy	✓
Sub-contractor & consultant agreement	✓
Counselling - How-to guide	✓
Mediation - How-to guide	✓
Termination - How-to guide	✓
Managing change	✓
Coaching models	✓
<b>Legislation updates</b>	
You receive email updates when legislation changes and more importantly, notification of what this means for your business, and what you need to do to remain compliant	✓

#### HR Advices - Issues

As a member, you have access to our qualified HR team to help you navigate your way through any issues and challenges you may have with your people.

One of our qualified consultants will assist you via phone or email to resolve your issue. Not having the right advice at the right time can cost you money.

#### Legislation Updates

You receive email updates when legislation changes and more importantly, notification of what this means for your business, what you need to do to remain compliant and what you need to implement in your business.