Recovery Educator

How to invoice us

Recovery Educators are paid for their time. If you are not otherwise employed by discovery college, headspace, or Alfred Health you are probably considered a "contractor". This means you sign a contract with us, and provide a service (e.g. facilitation, co-production, course development) which we will pay you for.

In order to receive your pay, you will need to invoice us. This means you will need to create an invoice that includes the following information:

- **YOUR DETAILS:** Name, address, phone number, email, ABN (if you have one)
- **YOUR BANK DETAILS:** Account name, name of your bank, BSB, account number
- **OUR DETAILS:** headspace Bentleigh, Youth & Recovery Program, 973 Nepean Highway, BENTLEIGH VIC 3204
- **DESCRIPTION OF THE SERVICES YOU PROVIDED:**
  - what you did
  - how long you did it for (e.g. 2 hour meeting, 5 hour course facilitation,
  - how much we agreed to pay you (in line with the pay schedule in your contract)

There is an example of the invoice at the end of this document

How do I invoice you?

1. Once you have performed the service (e.g. facilitated the course, attended the meeting), create an invoice with the details above.

   NOTE: *There are some examples and templates on the RecEd Box website, otherwise ask your Learning Consultant to send you a copy*

2. If it is your first invoice and you **don't** have an ABN, complete a Statement by Supplier.

3. Email the invoice (and Statement by Supplier if required) to the Learning Consultant who is leading the course/co-production you're working on.

4. Keep a copy of your invoice for your records.

FAQs

- **Do I need an ABN (Australian Business Number)?**
  Nope. You do not need your own ABN to work with us. If you do, that's fine too. Check below for what to do:
  - **I have an ABN:** Awesome – make sure you include it on your invoice.
  - **I don't have an ABN:** No problem – you will need to complete a document called a Statement by Supplier. There is a copy and some instructions on what to do with it on the RecEd Box website, otherwise speaking to a Learning Consultant and we'll send you one.

- **I facilitated a course – do I charge you for the set up and pack down time as well as the course?**
  You sure do. We will pay you for the 1 hour set-up and 1 hour pack-down time, and pay it at the same rate as facilitation. It's an important part of the course and you're using your expertise to do it.

- **How long does it take for my pay to come through?**
  The first time you submit an invoice it can take up to a month for the money to appear in your account – this is because Alfred Health (who funds us) need to set up an account for you.
  Generally it can take between 2 – 4 weeks. We unfortunately don't have much control over this, but if it is taking a while please let us know and we will follow up with Alfred Health

- **I think I was paid the wrong amount – what should I do?**
  Check your original invoice to make sure the amounts match. If they don't, please get in touch.
  If the amount you invoiced us for was incorrect, please speak to a Learning Consultant. We will try to remedy this, but understand that correctly invoicing us is your responsibility.

Need a hand? Feel free to get in touch with one of the Learning Consultants.
We are very skilled at boring bureaucratic processes.

EXAMPLE INVOICE

NAME *(required)*	**Avi Sanderson**
ADDRESS *(required)*	**44 Recovery Road, Melbourne VIC 3000**
TELEPHONE *(required)*	**0433 333 333**
EMAIL *(required)*	**a.sanderson@emailaddress.com**
ABN	**-**

Bill to: headspace Bentleigh
Youth & Recovery
Program
973 Nepean Highway
BENTLEIGH VIC 3204

DATE: **14 / 08 / 2019**

DESCRIPTION	AMOUNT
DETAILS	
COURSE DEVELOPMENT – 2 HOURS **Future course on psychosis**	**$60**
MEETING – 2 HOURS **Taking the Edge Off – Let's Talk About Drugs and Alcohol** **Pre-course preparation**	**$56**
FACILITATION – 6 HOURS **Taking the Edge Off – Let's Talk About Drugs and Alcohol** **Facilitation of course** **Half day**	**$270**
Not subject to G.S.T. Please pay A.S.A.P. No ABN required: Statement by Supplier held by Alfred Legal	
Subtotal	**$386**
GST	
TOTAL DUE inc GST	**$386**

Payment Details:

ACCOUNT NAME:	**Avi Sanderson**
BANK:	**MyBank**
BSB:	**600-000**
ACCOUNT NUMBER:	**12345 6789**
ABN: (if applicable)	**-**