

# REM101: An introduction to remuneration



This full-day training session provides participants with a unique opportunity to refresh their basic knowledge of remuneration. Participants will learn about a broad cross-section of remuneration issues and processes, progressing from a 'big picture' strategic view of remuneration management down to an individual level and day-to-day practicalities.

## Who should attend

The course is designed to give participants an overview of many areas of remuneration rather than focusing on any one area in great depth. As such, it is suitable for those new to the HR/Rem profession who want an introduction to this complex area, and also for HR Generalists or Line Managers responsible for making remuneration decisions.

Ultimately participants will be well-equipped to evaluate existing remuneration policy and practice; converse with others in relation to remuneration; and make informed decisions about remuneration from the policy level through to the individual level, including decisions about salary increases during a remuneration review process.

## Practical application

In addition to learning about remuneration theory and principles, participants have the chance to apply their new knowledge via a number of practical exercises and case studies designed to mirror real life situations. There is also ample opportunity provided for all participants to contribute to group discussion and learn more about remuneration practice across different organisations and industry sectors.

## Topics covered

The course is modular in nature and covers the following areas:

- remuneration principles and theory
- job analysis
- job structures
- market salary surveys
- determining individual rates of pay
- the Total Employment Cost (TEC) approach
- managing the reward process – practical considerations
- supporting key remuneration issues.

## Session details

- Times:** 8.50am – 5.00pm
- Cost:** AUD\$950 + GST per person
- Group discount:** A 10% discount is available for group bookings of three or more employees attending the same session from one organisation (AUD\$855 + GST per person)
- Includes:** Course materials and all food and refreshments throughout the day

### 2012 training dates

#### Sydney

Thursday, 1 March  
Thursday, 17 May  
Wednesday, 24 October  
Thursday, 6 December

#### Melbourne

Wednesday, 14 March  
Thursday, 19 July  
Thursday, 15 November

#### Brisbane

Thursday, 21 June



# REM101 2012 Registration form



## Special discount offer

A 10% discount is available for group bookings of three or more employees attending the same session from one organisation. To take advantage of this discount offer, please complete a registration form for each person and we'll take care of the rest.

## Your details (one form per person)

Name \_\_\_\_\_

Job title \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Facsimile \_\_\_\_\_

Email \_\_\_\_\_

Dietary requirements \_\_\_\_\_

## Session (please tick your preference)

### Sydney

- Thursday, 1 March
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### Brisbane

- Thursday, 21 June

Are three or more people attending from your organisation? (please circle) **Yes / No**  
If so, we will adjust your registration fees to reflect the 10% discount offer.

## Method of payment

Corporate credit card payment:  Visa  Mastercard  AMEX

Card number \_\_\_\_\_

Expiry Date \_\_\_\_\_

Amount \$ \_\_\_\_\_

Cardholder's name \_\_\_\_\_

Cardholder's signature \_\_\_\_\_

Cheque for \$ \_\_\_\_\_ (please make payable to Hewitt Associates Pty Limited)

Please forward invoice to my organisation

**NOTE:** Where an individual purchase is less than AUD1,000 (incl. GST) this document becomes your **tax invoice** for GST purposes upon completion of payment by **credit card** or **cheque**. Please keep this document for your records.

Hewitt Associates Pty Limited A.B.N. 50 068 620 771

### Terms and Conditions

- Prices are GST inclusive. The cost includes the event, refreshments and session notes.
- Cancellations must be made at least 7 days prior to the training date to be eligible for a full refund.
- Cancellations made after this will incur the full charge.



Please forward your registration form to Aon Hewitt by email ([austraining@aonhewitt.com](mailto:austraining@aonhewitt.com)) or by fax (+612 9253 7006).  
To pay by cheque, please forward your payment to Aon Hewitt, Level 33, 201 Kent Street, Sydney NSW 2000.