

**Policy – External Participants
attendance at IAP2 In-House courses
May 2018**



Aha! Consulting's license arrangement with IAP2 permits us to offer in-house training programs for organisations and their staff. It excludes the delivery of public courses for any module except Strategies for Understanding Opposition & Outrage.

Organisations we deliver in-house training to, we refer to as host organisations

This means that any quotes provided for the delivery of in-house training, pertain only to participation by employees who work within the host organisation.

There are times, where the host organisation allows places to be made available for non-host employees (referred as External Participants) to attend as a way of building relationships, developing the practice and supporting people to complete their certification.

These external participants are booked and invoiced by Aha! Consulting separately to the fees charged to the host organisation. Aha! Consulting then reimburses the host organisation for any catering costs incurred by external participants attending.

There are a number of benefits in allowing External Participants, however the provision of spaces for External Participants are subject to a fair use policy. No more than three people from any one organisation can attend as an external participant.

Eg: Organisation B cannot send more than three people to an in-house training hosted by Organisation A (Host).

There can be circumstance where two organisations, seek to co-host the delivery of training. These are quoted separately and at a different rate.

Some key points to remember;

- External participants need to be registered by Aha! Consulting and they will be invoiced directly by Aha! Consulting.
- It is important that organisations do not 'market' their in-house courses, to others, as this may be construed as a public training and possible breach of our license terms with IAP2.
- All current and future quotes are subject to this policy.

Aha! Consulting has an ongoing commitment to the development of engagement practice and profession. Part of this commitment is to provide reduced cost IAP2 in-house training, compared to public course to make the training as widely accessible as possible.