

Grow your RTO business faster and more efficiently! Chances are you entered this industry because you care and have a heart for people, but the 'back office' or admin burdens can be crippling.

PeoplePartners can help lift this burden by recruiting quality, professional people in the Philippines and it will cost you a lot less than you think!

We source specialised, talented and dedicated people for your business and then help cultivate them into a high performing team. Now, you have a high performing team focused and aligned to work alongside you to grow your business!



## Roles You Could Consider Outsourcing



### Administration & Enrolment Support

Answering phone/email/social enquiries, data entry & reporting within Student Management System, processing enrolments, filing documentation, etc.



### Marketing Officer

Developing brand-aligned marketing collaterals, optimizing website, generating social media posting schedule, tracking campaign performance, CRM lead coordination, etc.



### Resource Developer

Write and update learner guides and assessments, map to criteria, conduct research for content relevance, and ensure quality and compliance.



### Compliance and Quality Assurance

Conducting student file audits, participating in validations, managing version control registries, managing CQI registries, keeping Trainer Matrices up-to-date, etc.



### Trainer and Assessor

TAE qualified staff to run training workshops, mark submitted assessments and provide student support while ensuring RTO compliance.



### Sales Coordinator

Support BD staff to spend more time selling by doing all their admin e.g. CRM input, appointment setting, meeting follow-up activities, prospect engagement, client support, confirming webinar attendees, calendar management, etc



### Instructional Designer

Designing learner-centered experiences, be this via your LMS self-authoring tools or Articulate Storyline, etc, to yield highly interactive & engaging learning & assessment resources.



### Finance

Accountant, Bookkeeper, Accounts Payable, Accounts Receivable – whatever role you need to oversee customer accounts and collections, maintain records, handle payments, reconcile statements, and conduct financial analysis and reporting



### Student Support

Supporting & engaging students to ensure progression – mentoring, coaching & holding students accountable to commitments. Scheduling training sessions, coordinating resources & handling all active student enquiries.

# High Performing & Secure Remote @Home People

PeoplePartners specialise in creating high performing teams, who all work remotely. Offering the benefit of Remote @Home work will help you attract top talent and save you money via not paying for a fancy office. We have the expertise, systems and processes to support this, including:



## People Management & Support

- ✓ Dedicated Industry Recruiters to find your next rockstar!
- ✓ 24 hour Boardroom & meeting room access for team meetings & training
- ✓ Dedicated Success Partners to support YOU in ensuring your global remote workforce execution is a success
- ✓ Full-time HR Staff to support your People
- ✓ Dedicated Operations Coordinator to support your People & monitor their productivity

## Compliance & Administrative Support

- ✓ Legal employment in the Philippines: compliance, tax & statutory obligations all met
- ✓ Dedicated Finance & Payroll staff
- ✓ Strong staff benefits package including health insurance (HMO) -> very attractive for staff

## IT Infrastructure & Security

PeoplePartners Remote @Home IT:

- ✓ Enterprise-grade IT security protocols
- ✓ Single sign-on + password management
- ✓ VPN for security & bandwidth
- ✓ Computer screen, application & idle tracking to measure productivity
- ✓ Data security & loss prevention protocols
- ✓ Internet redundancy



# Simple Remote @Home Pricing



PeoplePartners offer an incredibly simple & transparent pricing model. We want our clients enjoying savings of up to 70% on their labour costs and don't want any part of our billing process to undermine the trust we build with our valuable clients.



**No Hidden Costs**



**No Salary mark-ups**

People Cost	Gross Monthly Salary Guide / Estimation*
Graduate 0 - 2 Years	AU\$ 1,185 per month
Experienced 2 - 5 Years	AU\$ 1,528 per month
Senior 5+ Years	AU\$ 2,353 per month



**Remote @Home Service Fee  
From AU\$ 705 per month**

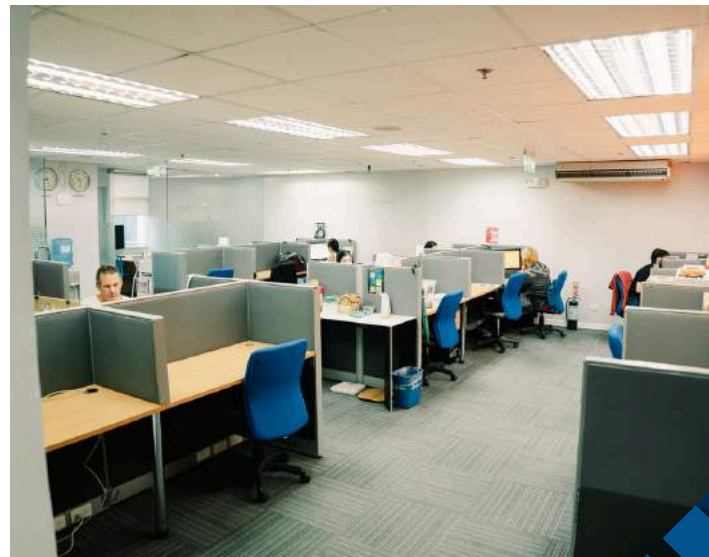
\*Pricing is current as of July 2024

\*Actual billing in USD, AUD provided as a guide or billing can be conducted in AUD for a 3% FOREX fee.

## What if I Want or Need my People in an Office?

**Answer: No Problem!**

Our well-equipped office in Eastwood, Quezon City's tech hub, stands ready to accommodate your new team or re-home your existing staff. Plus, for sporadic meeting or boardroom needs, team members from our Remote @Home service can conveniently reserve and use these facilities.



## How can we support your RTO Business?

Contact us today for a no-obligation chat about how PeoplePartners could help you!



**PeoplePartners**

☎ 1300 309 484

✉ [info@peoplepartnersbpo.com](mailto:info@peoplepartnersbpo.com)

Level 6 / 316 Adelaide Street, Brisbane, Queensland, Australia 4000