



## RWA Academy General Information

Romance Writers of Australia Academy is looking to offer our members a series of online workshops in 2021. There are three levels of courses which are detailed in *Guidelines for RWA Academy Proposals*. This document provides general information on how Academy courses are hosted, facilitated and promoted by RWA on a 75/25 profit-share arrangement with the presenter (the greater amount being the presenter's).

### Schedule

Online courses will run from February to November, though not during August as this is when RWA's national convention is held. A summary of each level of course is provided below.

- **Online self-paced courses:** Available for duration of contract between RWA and Presenter as agreed during the proposal process (e.g. 3 years). Participants will gain immediate access after payment is processed and will be able to access the course for one year.
- **Online short courses:** Available for the allocated month as agreed between RWA and Presenter during the proposal process.
- **Focused one-on-one courses:** Available for the allocated time as agreed between RWA and Presenter during the proposal process. For example, a four week program may commence at the start of each month with a limit of two participants per month. A ten week program may commence in February, May and September with a limit of four participants per program as agreed between RWA and Presenter during the proposal process.

### Course costs

RWA members and non-members can register for any or all of the workshops in the calendar using RWA's established online registration and payment facility. Course costs are detailed below and will be agreed between RWA Academy and Presenter as part of the proposal process.

- **Online self-paced courses:** Vary depending on the course with a starting price of AU\$19.25 (\$17.50 plus GST) each for members, and AU\$24.75 (\$22.50 plus GST) each for non-members.
- **Online short courses:** The four-week-long courses are fixed at AU\$55 (\$50 plus GST) each for members, and AU\$66 (\$60 plus GST) each for non-members.

- **Focused one-on-one courses:** For a four week program, prices start at AU\$165 (\$150 plus GST) each for members, and AU\$198 (\$180 plus GST) each for non-members. Prices may vary depending on course duration and presenter qualifications and experience.

### **Roles and responsibilities**

The workshop presenter will conduct their workshop during their agreed period using the RWA Moodle platform (or alternative pre-approved platform indicated in the proposal document).

For the 75% the presenter will:

- Develop a course for the nominated duration suited for delivery via the Moodle platform (or alternative pre-approved platform indicated in the proposal document) and containing content that is not generally and freely available, and content to which they hold copyright;
- While RWA provides access to, and technical support when the Presenter chooses to deliver course via Moodle platform, setting up and technical support on any other platform the Presenter chooses to use is the responsibility of the Presenter;
- When the Presenter chooses to deliver the course on a platform other than Moodle, they must provide access to that platform to a member of the RWA Academy team, so they can continue to provide administrative support to course participants;
- Provide all necessary information packages to participants in a timely fashion, with relevant course materials/resources uploaded on the platform two days PRIOR to the course start date, ready to be accessed by participants from the start date;
- Liaise with participants on all matters related to the course content;
- Interact with participants, respond to questions, and provide feedback on any materials forming part of the course (ends at the recognised conclusion of the workshop);
- Invoice RWA for their share of the net revenue (template can be provided);
- Declare all income earned per the requirements of the ATO; and
- Secure all clearances for the use of copyright material in the workshop.

For its 25% RWA will manage:

- Online registration: RWA Academy Registrar will send the Presenter a list of confirmed/paid participants prior to the commencement date;
- Payments: RWA will coordinate Credit Card payments on behalf of the Presenter and send the reconciliation with the (75%) share of the net revenue;
- Participant tech support: RWA will provide technical support to registrants and the Presenter on the delivery method if the Presenter chooses to use the RWA Moodle platform. For other delivery platforms the Presenter will provide instructions to the Academy Registrar for dissemination to registrants;
- Venue: If using Moodle, RWA will provide a dedicated, password-controlled course for the Presenter and students. Any other “venue” is at the requirement of the Presenter and the Presenter will have responsibility for setting up and monitoring; and
- Promotion: RWA will include the event in Hearts Talk Magazine where timing permits, via Aspiring, Emerging and Established author groups, on the RWA Website and social media.

RWA intends to create a balanced, interesting, exciting schedule that suits members of all stages of their writing career— aspiring, emerging and established.

You should only apply to deliver a workshop where you have a high level of skill or experience in the writing-related subject, technique or craft. Proposals are also welcomed in

the areas of marketing, publishing, etc. Proposals with the most relevance and interest for members will be deemed most competitive.

The RWA Academy proposal form (available on RWA website) contains information that will help us select courses to provide a varied program to meet the needs of our members.

We hope that the RWA Academy courses will prove to be popular, well-subscribed and a useful income option for presenters. Let's work together to create something valuable and enriching for our members.

Any questions? Please contact Libby Iriks at [academyinfo@romanceaustralia.com](mailto:academyinfo@romanceaustralia.com)

Otherwise, please complete the 2021 RWA Academy Submission form available [here](#) by the closing date, **16 October 2020**. If your proposal is accepted, a simple agreement between the presenter and RWA will be required.