

TRAINER PAYMENT POLICY

Introduction

The National Association of Student Money Advisers (NASMA) is committed to providing high quality and professional training for its members and other stakeholders. Such training will be provided based on reported need from NASMA members, and also based on awareness by the NASMA Board of forthcoming changes to systems and/or policies and practices of relevance to the NASMA membership.

NASMA will provide training through the Annual Professional Development Event (APDE), through training delivered across the year, and through training offered at regional meetings. As stated in the NASMA Articles of Association, any training offered via a regional meeting must first be approved by the NASMA Training Officer.

This document is intended to make clear the policies of NASMA in relation to appointment and subsequent payment of trainers.

Training Opportunities & Charges

The NASMA APDE includes in excess of 40 workshops offered over a 3 day period. Workshops include a combination of professional training and sessions to showcase activity from NASMA members. With this level of training offered it is crucial that NASMA can maintain detailed records of the associated costs to ensure that the APDE delegate rates reflect the costs to the organisation.

Training offered by NASMA Members

NASMA will invite proposals from members who wish to showcase their work to delegates as part of the APDE. Where proposals are received and approved by the Training & Development sub-group it is expected that no cost will be charged to NASMA for delivery of the session. Reasonable travel expenses may be covered if the member is not otherwise attending the training event.

It is expected that NASMA Board members who deliver training sessions at the APDE will not be paid to deliver the sessions or have any further reduction in event fee. Being a member of the board of directors is a voluntary post and delivering training and/or information sharing would be seen as an essential part of the role.

Where an APDE training session is delivered by two trainers from different organisations, the training costs for the session as a whole must be discussed and approved by the NASMA Training Officer. Where one of the trainers is a NASMA Board member it is expected that they will make no charge for this co-delivery. Informal agreements between trainers regarding distribution of payment will fall outside the remit of NASMA.

In some circumstances, NASMA members may be the most qualified person to deliver training where their experience and expertise positions them as sector experts. NASMA members who are approached directly by the NASMA Training Officer (or their representative) and requested to deliver training at an event, thus significantly impacting on their ability to benefit from attendance at the training themselves, will be offered a reduction in their delegate rate or payment for delivery of the session. Where the event concerned is the APDE, depending on the number of sessions to be delivered this may equate to a free full delegate place.

Training offered by External Trainers

NASMA endeavours where possible to use professional trainers recognised as the leading expert in their field. As stated above, in some instances such professional trainers may also be NASMA members. In these



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circumstances, it is accepted that there is likely to be a fee attached to delivery of the training. The rate to be charged to NASMA must be agreed in writing in advance of the delivery of the training, to include detail of any expected travel and accommodation costs associated with delivery of the training. The NASMA Board expect that travel will be booked as far in advance as possible to take advantage of saver deals. Food and catering costs will not be covered.

Materials for Training

As detailed in the NASMA Training Agreement, it is expected that any printing or photocopying required for the training will be undertaken by the trainer and will fall within the trainer rate charged. Should this not be the case, this should be discussed with the NASMA Training Officer before the training agreement is signed.

Presentation of Invoices

It is expected that trainers will submit to NASMA a full invoice for any charges agreed, so that payment can be made thus allowing the organisation to fully reconcile all costs for the event. This invoice should be submitted not more than 30 calendar days following the delivery of the agreed training. Payment will be made from NASMA to the trainer within 15 working days of receipt of the invoice.

Where an invoice is received more than 30 calendar days after the training was delivered, it will fall to the discretion of the NASMA Treasurer as to whether payment can be made.

Any discrepancies between the rate agreed prior to the delivery of the training and the rate detailed on the invoice should be discussed with the NASMA Training Officer.

Policy

This policy will be made available to all those submitting proposals for delivery of training to NASMA, and those trainers approached by NASMA with a request to deliver training. Any persons wishing to complain about a breach of this policy should consult the NASMA Complaints Policy & Procedure in the first instance.

This policy will be reviewed annually.

Last Reviewed: October 2011