



# **Policy and Procedures**

## **Trainer Payment Policy**

<b>Issue</b>	<b>Document Title</b>	<b>Date 1<sup>st</sup> Issue</b>	<b>Last Reviewed</b>	<b>Responsibility of:</b>
<b>01</b>	<b>Trainer Payment Policy</b>	<b>March 2016</b>		<b>Catherine Pickles/ Rob Ellis</b>

# Trainer Payment Policy

## Training Opportunities

NASMA will provide training and development opportunities via the following:

- **Annual conference** – a professional development conference offered to members over three days during June/July (3<sup>rd</sup> semester).
- **Annual training plan** - a plan devised accordingly to member need delivered across the UK at different HE institutions.
- **Regional meetings** – 3 regional meetings are held per year across 8 regions where training session will be offered according to regional member need.
- **Roadshows** – to take place across all 8 regions.
- **On-line Webinar Events** – events to be held across all 8 regions.

## Selecting trainers

Trainers will be selected based on the training needs identified by the membership. We will draw on a wide range of trainers identified from a broad field of expertise, which may include NASMA members, the charity sector and other professions.

Selected trainers will:

- Be required to submit a short resume of their training experience to include level of expertise, appropriate training qualifications, feedback from previous sessions.
- Be required to submit an outline of the training aims and objectives within the schedule of training activity in order for NASMA to advertise the event.
- Make available slides and resources to the delegates either prior to or at the attended training event.
- Makes available slides and resources to the NASMA Office for uploading to the resources area of the NASMA website.
- Complete any NASMA feedback and evaluation as required by NASMA and make available to NASMA any feedback/evaluation received from delegates.

## Trainer charges

NASMA will invite proposals from a wide variety of trainers and pay in accordance with the table below:

<b>NASMA Members</b>	
<b>Showcasing work at NASMA Conference</b>	Approved proposals from NASMA members to showcase their work at the annual conference will not charge for the delivery of their session(s). This training/good practice sharing will be deemed part of members' CPD and can be included in a NASMA accreditation application. Agreement will be reached regarding either a £100 discount on the

	conference delegate rate or reimbursement of reasonable travel expenses.
<b>NASMA Board of Trustees</b>	Being a member of the board of trustees is a voluntary post and delivering training and/or best practice sharing is deemed part of their CPD and an essential part of the role. Therefore the board of trustees will not charge for delivery of sessions or have a further fee reduction.
<b>NASMA Members</b>	For members able to deliver training due to their considered level of expertise in a particular field, an appropriate training rate will be agreed. This rate will depend on the trainer's experience and sector knowledge base. Reasonable travel costs will also be covered. Where appropriate, a 'like for like' reciprocal offer will be negotiated and accepted as payment for the training delivered. For example: a free delegate place at conference.
<b>External Trainers</b>	Professional freelance trainers will be recognised as leading experts in their field and as such provide a comprehensive resume of their experience and qualifications. An appropriate training rate will be agreed and will depend on the level of input and length of session. The rate will be agreed in advance and in writing and will take into account all expenses associated with the delivered training (Eg: travel, accommodation and printing/distribution of resources).
<b>Reciprocal Training</b>	Where NASMA is able to offer and receive training from like-minded or relevant charitable organisations a reciprocal training contract will be negotiated on a 'like for like' basis.

### **Service Level Agreement**

Once the training offer has been agreed a Service Level Agreement will be sent to from the NASMA Office to incorporate the details and agreed fees of the contract. The trainer must complete and return the SLA to the NASMA office by the deadline given on the contract.

### **Invoicing NASMA**

All trainers must submit a full invoice for the negotiated charges including travel expenses (if agreed). Invoices must be:

- Submitted within 30 calendar days of the training event.
- Provide bank details of the account that payment is to be made to.
- Include all receipt for travel expenses claimed.
- Payment will be made by NASMA within 15 working days on receipt of the invoice via BACS payment.

Where an invoice is received more than 30 calendar days after the delivered training, payment cannot be guaranteed within 15 days of receipt.

Updated: March 2016