

NOTE TO CONNEXIS REGISTERED WORKPLACE ASSESSORS - TARGETED TRAINING AND APPRENTICESHIP FUNDING (TTAF).

The Targeted Training and Apprenticeships Fund (TTAF), also known as Free Trades Training, will support learners to undertake vocational education and training without fees.

TTAF covers apprenticeship and training fees normally paid by the employer or trainee, such as enrolment fees and compulsory training costs **and assessment costs**.

More details on TTAF are found at <https://www.connexis.org.nz/freetradelearning/>

Following is specific information on TTAF assessment and invoicing for assessors.

Assessor Eligibility:

For an assessor to be eligible to invoice Connexis for the costs of assessment the following must be true:

- The assessor is a Registered Assessor with Connexis.
- The assessor has the qualification or unit standards on their scope.
- The assessor registers the unit standard results through Connexis.
- The assessor invoices Connexis directly for the costs of assessment. Invoices from a company will not be accepted.
- The learner is enrolled into a Connexis programme as evidenced by a Connexis Training Plan. The training plan will indicate a learner's eligibility for TTAF funding.

Costs:

- The assessment must have taken place on or after 1 July 2020. The cost of assessments undertaken prior to this date will not be covered.
- The cost of travel and accommodation is not covered by the TTAF fund and must not be included in any invoices. If an employer requests a Connexis for assessors to travel to site to conduct an assessment the employer will be responsible for the cost and must be invoiced directly by the assessor.
- The cost for registration of credits must not be included. The unit standards assessed must be part of the learner's programme, therefore there are no additional registration costs.

Invoices:

The key elements to be provided and clearly displayed on assessors' invoices are:

All invoices must include the following identifiers, all of these identifiers are located on the Connexis Training Plan and are available from the learners CSAM:

- o Clearly headed - TTAF Invoice
- o Learner Name (this must match the NSN details)

- o Learner NSN number (this needs to be for a trainee currently enrolled on a TTAF programme)
- o Unit standard number(s) assessed against, including the credit value and level.
- o Training Plan number (this must match the details on the Connexis database and be for a programme which is on the TTAF list)
- o Fund type (TTAF)
- o Must be no more than the agreed fee for the NZQF level as stated
- o Must be no other charges e.g. travel, accommodation, food, credit loading etc as are all excluded from TTAF funding

Assessment Costs:

- The following costs are applicable for all Connexis programmes, unless otherwise specified.
- The costs are per unit standard assessment and exclude GST.
- Invoices are to be based on unit standard results being reported to NZQA.

Credit Range

	1 to 10cr	10cr and above
Level 2:	\$40.00	\$80.00
Level 3:	\$50.00	\$100.00
Level 4:	\$70.00	\$140.00
Level 5+:	\$100.00	\$200.00*

*See specific details for special designated higher-level programme rates.

NOTE: All TTAF invoices are to be sperate from all other assessment costs (such as CTC/RCC, Gateway etc) and sent directly to accounts@connexis.org.nz