



Instructions for filling out spreadsheet

There are 3 ways to invoice for TTAF

- **Unit Invoicing** – Unit pricing is set by Connexis
- **Specific Programme rates** – Applies to 6 programmes
- **RCC** – No unit information is required

For more details please see the ***New TTAF Assessor Invoice reporting process.***

The spreadsheet needs to be submitted electronically and not converted to a different format from that provided.

Common to all methods (Compulsory)

Assessor – This is your assessor number and can be found in your Results sheet

Surname, First Name, NSN - These are the trainee details and should be the same as the results sheet

Training Plan ID – This is the Training plan that the unit relates to or in the case of RCC just the training plan

Invoice Number – this should relate to the invoice you have raised

Unit Invoicing – Unit pricing is set by Connexis

As well as the compulsory fields, the unit standard Number and version needs to be included. These units and versions should tie up to what has been reported in the results file previously

| Assessor | Surname (Trainee) | First Name (Trainee) | NSN | Unit Standard | Version | Training Plan Id | Invoice Number | Amount Claimed | RCC | Invoice Type |
|------------|-------------------|----------------------|-----------|---------------|---------|------------------|----------------|----------------|-----|--------------|
| CON-000009 | Blue | Bottle | 160087453 | 20869 | 2 | TP-0000477 | Who | | | |
| CON-000010 | Blue | Bottle | 160087453 | 27329 | 2 | TP-0000477 | Who | | | |

Do not populate Amount Claimed or whether the result was assessed via RCC, as there is set pricing based on the units level and credit value

Specific Programme rates

This only applies to the programmes included in the TTAF Assessor Costing Process document.

As well as the compulsory information and unit invoicing information include a value in the amount claimed field

| Assessor | Surname (Trainee) | First Name (Trainee) | NSN | Unit Standard | Version | Training Plan Id | Invoice Number | Amount Claimed | RCC | Invoice Type |
|------------|-------------------|----------------------|----------|---------------|---------|------------------|----------------|----------------|-----|--------------|
| CON-000009 | Harry | Crazy | 33333333 | 17459 | 8 | TP-0000455 | Lunch | 313 | | |

RCC

In this scenario, individual units are not being invoiced for. This is broken down into Pre assessment and Post assessment with there being a line required for each



As well as the compulsory fields the following fields need to be populated

- **Amount Claimed** Will be either 200 or 600
- **RCC** Enter Yes
- **Invoice type** – Will either be “Pre” or “Post”

| Assessor | Surname (T | First Name | NSN | Unit Stand: | Version | Training Plan Id | Invoice Number | Amount Claimed | RCC | Invoice Type |
|------------|------------|------------|-----------|-------------|---------|------------------|----------------|----------------|-----|--------------|
| CON-000009 | Perrin | Reg | 160103923 | | | TP-0000451 | Friday2 | 200 | Yes | Pre |
| CON-000009 | Perrin | Reg | 160103923 | | | TP-0000451 | Friday2 | 600 | Yes | Post |

RCC Additional Strand

When invoicing for an additional strand only one line needs to be entered with the Invoice Type = Post

| A | B | C | D | E | F | G | H | I | J | K |
|------------|-------------------|----------------------|-----------|---------------|---------|------------------|----------------|----------------|-----|--------------|
| Assessor | Surname (Trainee) | First Name (Trainee) | NSN | Unit Standard | Version | Training Plan Id | Invoice Number | Amount Claimed | RCC | Invoice Type |
| CON-000009 | Perrin | Reg | 160103923 | | | TP-0000452 | Friday2 | 400 | Yes | Post |

Note: This can all be submitted on one sheet and does not need to be split up like the examples