

New TTAF Assessor Invoice reporting process

We are changing the way you need to supply the information around invoicing Connexis for assessments related to TTAF as we look to simplify your process and standardise this area to aid with the processing of these. The process implements the automation of invoice checking for assessor invoices that relate to TTAF assessments.

The way this will work is that you will attach a separate excel spreadsheet to your invoice, which is similar to the one you use to report the results to us, and finance will import the sheet into our IT system. There will be a set of IT checks taking place around matching the claim to trainees and units. Invoices and spreadsheet need to be submitted electronically and not converted to any different format from that provided

We did consider including this information in the Result sheet but are unable to do this due to the complexity of the checking process.

We have attached a copy of the new spreadsheet for you to use and below is a sample of the headings. We are now asking that along with the invoice you send to finance that you also include this sheet with the detail of the results you are claiming for. Also attached are **Instructions for filling out spreadsheet** with a screenshot of the spreadsheet with an explanation of some of the fields.

Assessor: This is your Assessor Number

Surname (Trainee)

First Name (Trainee)

NSN

Unit Standard

Version: This needs to be the same version that you submitted on the results sheet

Training Plan Id: This needs to be the same Training Plan that was used on the result sheet

Note: this information could be copied from the Results sheet and pasted to this spreadsheet.

Invoice Number: This will match up to the invoice you have sent through

Amount Claimed: If you are reporting individual units, you do not need to populate this column - as the rate will automatically be worked out based on the unit using the table A below. You only fill this in when the unit relates to one of the 7 higher level programmes in table B below or for RCC as in table C.

Table A – Individual Units

	Credit Range	
	0 to 9	10 and above
Level 2:	\$40.00	\$80.00
Level 3:	\$50.00	\$100.00
Level 4:	\$70.00	\$140.00
Level 5 and above:	\$100.00	\$200.00

Table B – 6 higher level programmes

For one of the 7 higher level programmes individual units are not being invoiced for. This requires a line for each trainee and programme with the rate based on the amount claimed.

- It is expected that the assessor will invoice for the actual costs up to the maximum rate. The invoice should clearly indicate the time spent and hourly rate.
- Any payment above this rate will need to be agreed between the assessor and the employer, any additional fee will be the responsibility of the employer.
- The assessment costs maybe invoiced progressively based on evidence of unit standard results being reported to NZQA, or evidence of time spent on assessment.

Specific programme rates:

The assessment fee for the following 6 programmes will be at the maximum rate of \$3000 + GST for the full programme.

New Zealand Certificate in Infrastructure Works (Projects)	5
New Zealand Diploma in Engineering Practice with a strand in Civil Engineering	6
New Zealand Diploma in Engineering Practice with a strand in Electrical Engineering	6
New Zealand Certificate in Infrastructure Works (Contract Management)	5
New Zealand Diploma in Infrastructure Asset Management	6
New Zealand Certificate in Infrastructure Procurement Procedures	6

The assessment fee for the following programme will be at the maximum rate of \$1000 + GST for the full programme.

New Zealand Certificate in Electricity Supply (Power Technician)	5
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Table C - RCC

RCC Assessment Fee - Initial strand	\$800.00	\$200 for the pre-assessment and \$600 for the final assessment.
RCC Fee - subsequent strand	\$400.00	

For RCC individual units are not being invoiced for. This is broken done 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”

RCC Additional Strand

When invoicing for an additional strand as well as the compulsory fields the following fields need to be populated

- Amount Claimed Will be 400 each Additional Strand
- RCC Enter Yes
- Invoice type – Will be “Post”

Note: RCC claims can all be submitted on one sheet, but on separate lines.

If you have any questions around this, please contact either the finance or quality teams