**Independent Assessor worked hours example**

**Introduction:**

After consultation with Departmental Apprenticeship leads across all Colleges, we have worked with HR in reviewing the level of work, pay rate and how this matches to other roles across the organisation we use under our Casual Worker Policy.

The Category G band, **£18.50** (paid at **£20.73** after incorporating holiday allowance) as of September 2020 has been agreed as our rate of pay.

Departments may feel the higher Category H rate is justified depending on the specific requirements of the Assessment Plan for their apprenticeship and better for recruiting to the IA role, however we have needed to be mindful of selecting a pay rate which is both in-line with the University Casual Worker roles and within the EPA costing allowance set out in departments business plan, previously approved by your Faculty/College.

We will however review how Independent Assessors are undertaking their role and gather feedback from departments if any apprenticeship standards is proving difficult to recruit in relation to the rate of pay.

To aid course teams, we have attached a worked IA hours example, including a typical allowance of hours for delivery, based on consultation with academic leads. The number of hours is not fixed and departments will need to agree this to meet the needs of their specific Assessment Plans and having regard to the Business Model for delivery.

Departments recruiting to Independent Assessors can now access the new job description via the Casual Worker Gateway --> job descriptions --> under **‘I’** on the index (Independent Assessor – EPA): <https://sheffieldhallam.sharepoint.com/sites/3005/astaff/casuals/SitePages/jobdesc.aspx>

Please also be advised that colleagues must follow the standard HR right to work checks process when recruiting:

<https://sheffieldhallam.sharepoint.com/sites/3005/recruitment/eligibility/SitePages/home.aspx>

**Illustration overleaf:**

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| **Activity** | T**ypical Time Allowance** | | **Agreed Payment**  *(E.g. Using allowance of £20.73 per hour)* |
| Induction (standard rate) | 3 hours  (one off payment in year 1) | | (1st year only)  £62 |
| Providing / updating CV and CPD records (standard rate) | 0.25 hours | |  |
| Completing / updating annual Statements of Independence (standard rate) | 0.25 hours | |  |
| Standardisation Meetings (standard rate) | 1.5 hours | |  |
| Annual training event | 2 hours ( e.g. 45 minutes generic  then departmentally) | |  |
| Submitting outcomes and paper work / admin /pay claims  (may need some flexibility) | 1 hour | |  |
| Attending Boards (standard rate) | 2 hours | |  |
| **TOTAL fixed - per course per annum** | **7 hours total** | | *Say* £150 fixed retainer for each year |
| Rate per assessment (probably hourly as methods vary) | Indicate between 3 hours and up to 4 hours per learner  (depending on the number/type of assessment methods) | | 3.5 hours  X  20.73    =  £72.56 per learner  X  20 learners  =  £1,450 total cohort allowance. |
| Travel and Accommodation allowance |  | | e.g. £200 (based on actual costs though) |
| Total |  | | £1,600 per cohort IA  (Excluding travel costs)  (This would be lower using AL rate, but could increase depending on final rate agreed with HR) |
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