The agreed facilitator rate is £45 per hour. This hourly rate is inclusive of travel expenses.

Payments will be made in arrears, termly.

For Autumn term – invoice to be submitted by Friday 13th January 2023

For Spring term – invoice to be submitted by Friday 28th April 2023

For Summer term – invoice to be submitted by Friday 28th July 2023

A purchase order will be raised and submitted to you from West Lakes Multi-Academy Trust. In order for us to do this, we will need to create yourself and your academy/school as a supplier on our finance system.

ECF Year 1 Facilitators are required to deliver the following programme of events:

* 11 x 90-minute online ECT Seminars after school (max. cohort of 30 ECTs)

OR

* 5 x 90-minute online Mentor Seminars after school (max. cohort of 30 mentors)
* Attend 1 hour training sessions for each module (total of six)
* Please note, we will reimburse you individually for the preparation and seminar work undertaken outside of working hours.

ECF Year 2 Subject Facilitators are required to attend three half day sessions over the academic year. These will be held during the school day and the monies will be reimbursed direct to your academy/school. £200 per half day session to cover supply costs and travel

We would be grateful if you could provide the following details:

**YOUR DETAILS**

* Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Bank account name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Bank account number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Sort code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACADEMY/SCHOOL DETAILS**

* Academy/school name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Bank account name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Bank account number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Sort code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Following receipt of the purchase order, please submit your invoice electronically to FINANCE@westlakesmat.org.uk quoting the purchase order number on your invoice.

We will ensure that all invoices are paid in line with the terms stated on your invoice, and will send a remittance advice for your records.