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. - £472.50 to cover time and travel expenses

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

**YOUR DETAILS**

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

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* 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](mailto: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.