

## **Employers reimbursement invoices for provider costs – Direct Training**

Employers who pay providers directly for training of their employees will be able to claim these costs from Primary ITO if the following criteria is met.

### **Process**

The provider will continue to invoice the employer at the same schedule rate of fees as currently charged. Any increase in fees will require TEC approval before Primary ITO will reimburse the extra pricing charged.

The employer will provide proof of payment made to the provider, and copies of the providers invoices, before Primary ITO will reimburse the employer.

### **Criteria**

The trainee has been enrolled into a TTAF eligible programme with Primary ITO.

The trainee must complete a minimum of 61 days of enrolled training in the Primary ITO system.

The trainee must have some unit standard results reported to NZQA by Primary ITO.

The provider charges an invoice for the learner in accordance with their standard fee schedule. Fees cannot be changed because the TEC is covering the fees.

The provider must issue an invoice or credit note to the employer with the following information:

- 1) Trainee Name
- 2) Employer
- 3) Period the invoice covers
- 4) Programme the learner is enrolled in
- 5) Reason why withdrawn (for credit notes only)

The employer must complete a declaration with every invoice for provider cost reimbursement.

The employer invoice and the provider invoice are to be in a single electronic document emailed to [finance@primaryito.ac.nz](mailto:finance@primaryito.ac.nz).

## Appendix 2: Example declaration for employers (TITO to provide to employer)

### DECLARATION

This declaration must be signed by your organisation's Chief Executive, General Manager, or a designated authority on their behalf.

I .....

*(Please insert name)*

of .....

*(Please insert address)*

as Job Title:

of Organisation:

declare that:

- All fee information for the purposes of claiming a reimbursement of fees through the Targeted Training and Apprenticeships Fund, including direct fee information, provided to Primary ITO is accurate, and does not represent a change in fee structure, or training and assessment models, to take advantage of the TTAF; and
- All fees are reasonable, justifiable, and typical for the services provided; and
- All fees relate to training and assessment that is part of a programme that is eligible to receive funding under the Targeted Training and Apprenticeships Fund; and
- Any third-party suppliers of training and assessment services have been paid in full and there are no contracts, arrangements, or understandings with these suppliers for any financial benefit, including a rebate, credit, or other form of refund; and
- The fees claimed only relate to learners enrolled in a training agreement with Primary ITO for a programme that has been approved as eligible by the TEC for the Targeted Training and Apprenticeships Fund; and

acknowledge that:

- Any fees claimed are subject to audit, and any misrepresentation of learners, fees and/or eligibility may result in non-payment of amounts claimed, or require re-payment if the claim has been accepted and processed.

Signed:

Name:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Role:

Please complete and return this form to [mailto: finance@primaryito.ac.nz](mailto:finance@primaryito.ac.nz)